

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.

11/05/2021 This risk assessment has been updated following confirmation that the Country will move to step 3 of the Government Roadmap on May 17th, 2021

RA reference	<i>Enter your RA ref</i>	Activity description	COVID-19 - Infection prevention and control – SCHOOL OPERATIONS
Assessment date	11/5/21	Assessor name	Mrs. A. Clarricoats Headteacher
Assessment team members	Governing Body Mrs. Alison Clarricoats Mr. Giles Saldanha	Planned review date	21/6/21 (reviewed to reflect any changes in National Guidance)
Location	Lanercost CE Primary School	Number of people exposed	88

Overall Residual risk level following implementation of effective control measures	Medium risk <i>Step 3 of the Government Roadmap will come into force on Monday May 17th, 2021</i> 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.	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	12/5/21	Is this an acceptable risk?	Yes

Hazard description and how people are at risk	Potential Risk	Current Control Measures (those that are in place)	Additional Control Measures (to be identified and implemented)	Residual risk	Action details by whom by when
Hazards in relation to staffing and daily operation	6 Medium Risk L3x S2	<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, loss of taste or smell). Or a member of their household has symptoms, or they have had a positive test.	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	4 Low Risk L2 xS2	

		<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 are now permitted to return to work/school but extra precautions will be identified within an individual risk assessment before they return to work 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 Equipment will be limited to a lunch box, hat and coat, sunscreen, books 	<p>Lateral Flow Device Testing Guidance – see page 13</p> <p>Whilst in the educational setting it is recommended that the ‘trace’ function of the app is paused.</p>		
Hazards relating to visitors coming into the setting	6 Medium Risk L3x S2	<ul style="list-style-type: none"> Now that Domestic Educational visits can resume, we will follow the Government guidance that is available on the EVOLVE website 		4 Low Risk L2 xS2	

		<ul style="list-style-type: none"> □ Visits from parents/carers will only be allowed that the discretion of the Headteacher □ Supply teachers, peripatetic teachers and other temporary staff are permitted to move between schools and must have completed the risk assessment for specialist visits □ We will maintain records of all visitors to support the NHS Test and Trace programme. □ Student work placements are permitted at the discretion of the Headteacher 	Follow the Evolve recommendations and the RA of the centres that we will visit		
Hazards relating to lack of social distancing	6 Medium Risk L3x S2	<ul style="list-style-type: none"> □ Younger children (Early Years and KS1) will be kept separate from other groups within the school but will not be expected to distance within their group. □ in Headteacher/SLT 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 □ Staff and adult visitors in primary schools will be asked to wear face coverings when moving around the school in corridors and communal areas where social distancing cannot be maintained (Does not apply for strenuous activities such as PE) □ Children will be supported to maintain social distancing and encouraged not to touch staff where possible. □ 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. □ We will follow the latest Government guidance regarding the use of face coverings in education. See note below¹ □ We will keep a small supply of face masks to ensure that any visitors who may require a face covering can be given one 	School to maintain two bubbles – EYFS and KS1, KS2	4 Low Risk L2 xS2	

¹ The reintroduction of face coverings for pupils, students or staff may be advised for a temporary period in response to particular localised outbreaks, including variants of concern. In all cases, any educational drawbacks should be balanced with the benefits of managing transmission. The Local Action Committee structure (bronze/silver/gold) should be used in such circumstances to re-introduce the use of face coverings. Immediate outbreak response (at the level of individual settings or a cluster of settings) remains for local directors of public health to advise on.

		<ul style="list-style-type: none"> □ School assemblies and collective worship with more than one bubble 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 2metre 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. 	Time to be allowed for cleaning surfaces in the dining hall between groups Teachers will be required to wear face coverings in corridors and other communal areas but not in class		
Lack of supervision/management of groups to comply with current guidance Unable to maintain staffing levels due to infection or isolation	6 Medium Risk L3x S2	<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). 		4 Low Risk L2 xS2	
SEND/Behaviour management issues Child or young person requiring one-to-one support	6 Medium Risk L3x S2	<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 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. 	Healthcare plan to include adjustments for pupils with SEND who may become distressed if required to remove face covering. Government Guidance Supporting pupils at school with medical conditions	4 Low Risk L2 xS2	
Hazards relating to performance activities such as music, dance, and drama	6 Medium Risk L3x S2	<ul style="list-style-type: none"> □ We will follow the Government Guidance Performing arts - Working safely during coronavirus □ Group numbers will be limited to ensure that social distancing measures can be observed. □ Where performances take place outdoors. We will follow the guidance outdoor events (Keeping workers an audiences safe) 	Risk assessments to be developed for individual performances to include social distancing guidelines of 2m or 1m with mitigation such as face masks It may be that alternatives such as live streaming and	4 Low Risk L2 xS2	

			recording performances will be carried out if necessary		
Hazards relating to school activities outside	6 Medium Risk L3x S2	<ul style="list-style-type: none"> <input type="checkbox"/> Pupil cohorts will remain together at all times and will be kept apart from other groups where possible. <input type="checkbox"/> We will continue to make use of outdoor spaces for learning where possible. <input type="checkbox"/> We will continue to ensure that outdoor play equipment is frequently cleaned and the adventure area is not used <input type="checkbox"/> We will continue to prioritise outdoor sports but will make use of large indoor spaces ensuring maximum natural ventilation, social distancing, and good hygiene practices. <input type="checkbox"/> Any equipment used will be subject to thorough cleaning after each use. 		4 Low Risk L2 xS2	
Hazards in relation to lack of cleaning/ hygiene/waste management Inadequate cleaning and hygiene processes	6 Medium Risk L3x S2	<ul style="list-style-type: none"> <input type="checkbox"/> Cleaning will be carried out in accordance with the current guidance: COVID-19 Cleaning in non-healthcare settings <input type="checkbox"/> Suitable signage and visual instructions are displayed as required. <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"/> When delivering personal/intimate care, staff will wear the normal PPE required as detailed in the individual healthcare plans. <input type="checkbox"/> Supplies of hand sanitiser are available at entrance points and where there are no sinks. <input type="checkbox"/> Staff and pupils are instructed to wash their hands upon entry to the building, returning from breaks, when changing classrooms, before and after eating, and after they have been to the toilet. <input type="checkbox"/> 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. <input type="checkbox"/> Enough handwashing facilities are available sinks, soap, and towels. Staff and pupils are reminded to discard any rubbish and used hand towels in the waste bins provided 	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.	4 Low Risk L2 xS2	

		<input type="checkbox"/> Where toilet facilities are shared by more than one group, cleaning will be completed between different group usages.			
Transport and travel Reducing the risk of infection on dedicated school transport and public transport and during organised educational visits	6 Medium Risk L3x S2	<input type="checkbox"/> Safe transport guidance promoted to staff and parents. <input type="checkbox"/> Protocols in place for drop off and pick up. <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. <input type="checkbox"/> Schools will record how each person, pupils and staff, travels to and from school (to support NHS Test and Trace). <input type="checkbox"/> Pupils who have travelled to school on public or dedicated transport, will be reminded that they must continue to wear face coverings, and wash their hands prior to removing and disposing (single use) or storing away for use on their return journey. <input type="checkbox"/> We will refer to the EVOLVE website for additional guidance regarding the resumption of daytrips and residential educational visits. <input type="checkbox"/> 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.	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	4 Low Risk L2 xS2	
Hazards in relation to pupil and staff wellbeing and mental health Preventing ill health due to anxiety and work-related stress	6 Medium Risk L3x S2	<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 measures 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 existing school policy. <input type="checkbox"/> The Local Authority have produced the following guidance – Coronavirus – getting back to school Supporting emotional wellbeing and learning	See links below to resources through the Wellbeing for Education return programme	4 Low Risk L2 xS2	

<p>Hazards in relation to staff and pupils deemed high risk due to underlying or pre-existing health conditions</p> <p>Pregnancy, asthma etc.</p>	<p>6 Medium Risk L3x S2</p>	<ul style="list-style-type: none"> □ Staff who have previously been identified as 'Clinically Extremely Vulnerable' are still advised to work from home if possible. □ Pupils who have previously been identified as 'Clinically Extremely Vulnerable' are now permitted into school unless they have been advised by their GP or Clinician. □ Those staff who are at a higher risk due to their underlying or pre-existing health conditions and have been prescribed medication, are reminded to carry their prescribed medication with them at all times. □ Staff who may have increased risk from COVID-19 are encouraged to raise their concerns with the Headteacher who will explain the measures the school is putting in place to reduce the risk. □ We will continue to follow the ²Government Coronavirus (COVID-19) advice for pregnant employees □ Individual risk assessments will be completed for all female staff who have given notification that they are pregnant 	<p>Staff who cannot work from home will be required to have an individual risk assessment carried out to put into place any additional measures to ensure their safety in the workplace.</p>	<p>4 Low Risk L2 xS2</p>	
<p>Hazards in relation to managing incidents and emergencies</p> <p>First aid/accidents/incidents/emergencies</p> <p>Staff or pupil becoming unwell with COVID-19 symptoms whilst on site</p>	<p>6 Medium Risk L3x S2</p>	<ul style="list-style-type: none"> □ Suitable follow-up procedures are taken following potential infection exposure incidents (in line with current Public Health England and updated HSE RIDDOR guidance circulated to schools). □ Suitable first aid kits are 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 well-ventilated room where they can be isolated from others until they can be collected. 	<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. Rescue breaths omitted from CPR training during Coronavirus Pandemic</p>	<p>4 Low Risk L2 xS2</p>	

² Guidance provided by the HSE, The Royal College of Obstetricians & Gynaecologists and the Royal College of Midwives

		<ul style="list-style-type: none"> <input type="checkbox"/> Adult supervision will be provided at all times by a trained member of staff. <input type="checkbox"/> Where there is no room to isolate, the child must be moved to an area where they can maintain a 2-metre distance away from other people. <input type="checkbox"/> 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. 			
Hazards in relation to eating and safe welfare facilities	6 Medium Risk L3x S2	<ul style="list-style-type: none"> <input type="checkbox"/> Timings are in place to ensure safe management of break and lunchtimes. <input type="checkbox"/> Adequate welfare facilities are provided for all staff and pupils. <input type="checkbox"/> Staff and pupils are regularly reminded to wash hands before and after eating. <input type="checkbox"/> Staff are encouraged to remain on site during lunch breaks. <input type="checkbox"/> Where this is not possible staff are reminded to follow current Government guidance with regards to social distancing and the use of face coverings 		4 Low Risk L2 xS2	
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	6 Medium Risk L3x S2	<ul style="list-style-type: none"> <input type="checkbox"/> Staff and pupils must be fit/well to attend setting. <input type="checkbox"/> Local risk assessments/individual healthcare plans/ behaviour management plans reviewed and followed to identify PPE requirements in line with current guidance. <input type="checkbox"/> PPE to be fit for purpose/approved specification. <input type="checkbox"/> Where PPE/RPE is provided, staff are provided with training and instruction in its use. <input type="checkbox"/> 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. <input type="checkbox"/> Local compliance to be monitored by Headteachers as far as reasonably practicable. <input type="checkbox"/> Guidance provided to staff in relation to the use and wearing of their own face coverings. <input type="checkbox"/> PPE that is normally needed for dealing with an individual child will be available as per individual healthcare plan. 	Contact the call centre to order PPE 0800 783 1967 (<i>Manned from 09:00 – 17:00 Monday to Friday</i>)	4 Low Risk L2 xS2	

Staff suffering from 'Post COVID Syndrome' Returning to work following COVID-19 infection	9 Medium Risk L3x S3	<input type="checkbox"/> 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.	Individual risk assessments to be carried out	4 Low Risk L2 xS2	
Training	6 Medium Risk L3x S2	<input type="checkbox"/> All staff will receive appropriate training and updates on the measures contained within this risk assessment.		4 Low Risk L2 xS2	
Monitoring	6 Medium Risk L3x S2	<input type="checkbox"/> Current relevant national guidance will be monitored and followed. <input type="checkbox"/> 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. <input type="checkbox"/> Regular feedback will be provided to staff on the risk assessment reviews.		4 Low Risk L2 xS2	
Dissemination		<input type="checkbox"/> 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.
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To be completed by the Individual undertaking the risk assessment:

Name: Mrs. Alison Clarricoats

Job Title: Headteacher

Signature:



Date: 12/5/21

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: Mrs. Alison Clarricoats

Job Title: Headteacher

Signature:



Date: 12/5/21

Links to guidance

[Schools coronavirus \(COVID-19\) operational guidance \(May 2021\)](#)

[Face coverings in education guidance \(May 2021\)](#)

[First aid during the coronavirus \(COVID-19\) pandemic](#)

[SEND and specialist settings - additional operational guidance COVID-19](#)

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

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

[Safer travel guidance for passengers](#)

[COVID-19 vaccination: a guide for all women of childbearing age, pregnant or breastfeeding](#)

[MindEd Learning platform for professionals \(Wellbeing for Education Return programme\)](#)

[COVID-10 staff resilience hub \(Wellbeing for Education Return programme\)](#)

[NHS UK Your COVID recovery](#)

[Long-term effects of coronavirus \(long COVID\) - NHS \(www.nhs.uk\)](#)

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

[Coronavirus \(Covid-19\) asymptomatic testing in schools and colleges](#)

[Rapid asymptomatic testing for Specialist settings](#)

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

[E-Bug information about Coronavirus](#)

[Guidance on hand cleaning](#)

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

[Working Safely during Coronavirus Performing Arts](#)

[Coronavirus \(COVID-19\): grassroots sports guidance for the public and sport providers](#)

[Coronavirus \(COVID-19\): grassroots sports guidance for safe provision including team sport, contact combat sport and organised sport events](#)

	Severity
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Likelihood

Very unlikely, e.g. 1 in 1,000,000 chance of it happening
 Unlikely, e.g. 1 in 100,000 chance of it happening
 Possible, e.g. likely to occur during standard operations
 Likely, e.g. has been known to happen before
 Very likely, e.g. it is almost certain that something will happen

Severity

Insignificant	No injury
Minor	Minor injuries requiring first aid
Moderate	First aid/RIDDOR reportable incident
Major	Serious injury/hospital attendance
Most severe	Disabling injury, long term ill health, fatality

15-25 Unacceptable.

Stop activity and make immediate improvements

6-12 Tolerable

Look to improve within a specified timescale

1-5 Acceptable

Likelihood		1 Insignificant	2 Minor	3 Moderate	4 Major	5 Most Severe
	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

Lateral Flow Device Testing Guidance when Reporting

