

CUMBRIA COUNTY COUNCIL INFECTION PREVENTION CONTROL SCHOOLS OPERATIONS RISK ASSESSMENT



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 recognises 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 infection prevention control including ongoing controls for 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.

PLEASE NOTE: Schools and trusts should work closely with parents and carers, staff and unions when agreeing the best approaches for their circumstances. 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. Likewise any suggested control measures included in this model that **do not apply** to your setting can be removed. All employees working within the premises should receive site-specific information on the controls implemented within their workplaces. Those measures in italics are beyond what the Government advises but can still be used part of a range of protective measures at the discretion of the Headteacher/Senior Management Team etc.

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.

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 or fatality
15-25 Unacceptable. Stop activity and make immediate improvements	
6-12 Tolerable Look to improve within a specified timescale	
1-5 Acceptable No further action, but ensure controls are maintained	

		Severity				
		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

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RA reference	<i>Version 3:1</i>	Activity description	Infection prevention and control – during COVID-19 pandemic
Assessment date	<i>22/08/21</i>	Assessor name	<i>Mrs. A Clarricoats</i>
Assessment team members	<i>Mr. G Saldanha Mrs. A Clarricoats</i>	Planned review date	<i>As and when necessary (reviewed to reflect any changes in National Guidance)</i>
Location	<i>Name of school</i>	Number of people exposed	<i>69 FTE pupils and 5 Nursery 10 staff</i>
Overall residual risk level following implementation of effective control measures	<p>Medium risk <i>Step 4 of the Government Roadmap came into force on Monday July 19th, 2021</i></p> <p>Professionals in Public Health, Health and Safety and LA services will continue to work closely with recognised trade union colleagues to promote safe working procedures, suitable safety controls and limit risk.</p>	People exposed	<p>All employees Pupils Visitors Contractors Members of the public Vulnerable children/adults Persons with pre-existing medical conditions First aiders New/expectant mothers</p>
DfE helpline 0800 046 8687 (select option 1 for advice on action to take in response to a positive case)			
Assessment last updated	<i>22/8/21</i>	Is this an acceptable risk?	Yes
<p>Training: All staff will receive training and information proportionate and relevant to the activity that is being undertaken.</p> <p>Monitor and review: This risk assessment and its implementation will be monitored on at least a weekly basis and will take account of any new or updated guidance and ensure that the control measures remain relevant and effective.</p> <p>Communication and consultation: Regular updates will be provided to all staff through team meetings/staff bulletins – feedback and comments will be welcomed. Copies of this risk assessment will be available on our school website.</p>			



¹**From 16 August 2021:** children under the age of 18 years old will no longer be required to self-isolate if they are contacted by NHS Test and Trace as a close contact of a positive COVID-19 case. Instead, children will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a PCR test. We would encourage all individuals to take a PCR test if advised to do so.

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 during COVID-19 pandemic		<ul style="list-style-type: none"> <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 COVID-19 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 are 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 they have had a positive LFT. <input type="checkbox"/> ²Staff and pupils travelling from abroad will adhere to travel legislation as set out in Government travel advice. <input type="checkbox"/> Primary and secondary school staff and secondary school pupils will be asked to voluntarily participate in asymptomatic testing 	<ul style="list-style-type: none"> <input type="checkbox"/> Catch it Kill it Bin it Poster on Schools Portal <input type="checkbox"/> e-Bug COVID-19 website <input type="checkbox"/> The headteacher reserves the right to refuse a pupil's attendance in school if in their reasonable judgement the rest of the pupils and staff are at risk of possible infection. 	<p>3x3</p> <p>9</p> <p>Medium</p>	ASC – 1/9/21

¹ [Actions for schools during the coronavirus outbreak - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/actions-for-schools-during-the-coronavirus-outbreak)

² Those aged 11 to 17 need [proof of a negative COVID-19 test](#) to travel to England (children aged 10 and under are exempt from this) and those aged 5 to 17 must take a COVID-19 travel test on or before day 2. More information is provided in the government's [quarantine and testing guidance](#)



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
		<p>at home and will be provided with kits for future testing until at least the end of September.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Individual risk assessments are completed for all Clinically Extremely Vulnerable staff and pupils with any extra precautions identified to minimise the risk of exposure to the virus. <input type="checkbox"/> Where necessary referrals will be made to our occupational health provider. <input type="checkbox"/> Normal absence and wellbeing reporting procedures are followed. <input type="checkbox"/> All staff will adhere to any instructions, advice, guidance, and site rules provided to them including hand and respiratory hygiene and where identified, social distancing and use of face coverings. <input type="checkbox"/> Staff are responsible for ensuring that they are up-to-date with their own routine immunisations. <input type="checkbox"/> 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 	<ul style="list-style-type: none"> <input type="checkbox"/> ³Staff and pupils with a positive LFT will be asked to self-isolate and take a PCR test. <input type="checkbox"/> ⁴We have put in place a contingency framework for managing local outbreaks <input type="checkbox"/> We recommend that staff pause the 'trace' function in certain situations. 		

³ If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test LFD test and the pupil can return to school, as long as the individual doesn't have COVID-19 symptoms.

⁴ Model Contingency Framework document available on the Schools Portal [Crisis Management and Emergencies in Schools - All Documents](#) (cumbria.gov.uk)

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		<ul style="list-style-type: none"> <input type="checkbox"/> We will continue to encourage staff to take up the offer of vaccination and will support them to attend booked vaccine appointments during term time. <input type="checkbox"/> <i>We will continue to stagger lunchtimes and breaks to ensure continuous safe management.</i> <input type="checkbox"/> <i>We will continue to encourage staff to remain on site during lunch breaks. Where this is not possible we will ask that they take added precautions such as using face coverings in busy or crowded areas.</i> 	<ul style="list-style-type: none"> <input type="checkbox"/> ⁵We will support and encourage our young people (aged 16-17) to take up the offer of a vaccine when they are invited. 		
Hazards relating to visitors coming into the setting		<ul style="list-style-type: none"> <input type="checkbox"/> We will continue to ask visitors to sign in and use the hand sanitiser available at the entrance. <input type="checkbox"/> <i>We will continue where possible to check in advance with visitors that they are not experiencing symptoms.</i> <input type="checkbox"/> We will encourage visitors and visiting specialists to take a Lateral Flow Test prior to the visit. <input type="checkbox"/> Key contractors carrying out critical/essential works will be made aware of this risk assessment. 	<ul style="list-style-type: none"> <input type="checkbox"/> 	<p>3x3</p> <p>9</p> <p>Medium</p>	ASC – 1/9/21
Hazards relating to close contact with asymptomatic persons		<ul style="list-style-type: none"> <input type="checkbox"/> Headteacher/SLT will continue to determine arrangements to manage pupil groups dependent on the school circumstances, with 	<ul style="list-style-type: none"> <input type="checkbox"/> We may reintroduce bubbles for temporary 	<p>3x3</p> <p>9</p>	ASC – 1/9/21

⁵ [Who can get the coronavirus \(COVID-19\) vaccine - NHS \(www.nhs.uk\)](https://www.nhs.uk)

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
		<p>the aim of minimising contact between individuals and maintain social distancing wherever possible.</p> <ul style="list-style-type: none"> <input type="checkbox"/> <i>Children will continue to be supported to maintain social distancing and encouraged not to touch staff where possible.</i> <input type="checkbox"/> All staff with younger children and children with complex needs or who need close personal care will continue to try to maintain their distance and minimise time spent within 1 metre of anyone. <input type="checkbox"/> ⁶<i>We will continue to follow government guidance regarding the use of ⁷face coverings.</i> <input type="checkbox"/> We will continue to keep a small supply of face masks in the event of a change to local public health guidance due to any rise in cases. <input type="checkbox"/> We will continue to encourage all staff to undertake twice weekly home tests until the end of September 2021. 	<p>periods to reduce mixing between groups in the event of a local outbreak situation.</p> <ul style="list-style-type: none"> <input type="checkbox"/> ⁸Staff and adult visitors will be asked to wear face coverings when moving around the school in corridors and communal areas. <input type="checkbox"/> We will continue to maintain records of all visitors to support the NHS Track and Trace programme where necessary. 	Medium	

⁶ The government has removed the requirement to wear face coverings in law but expects and recommends that they are worn in enclosed and crowded spaces where you may come into contact with people you don't normally meet. This includes public transport and dedicated transport to school or college.

⁷ Face coverings may still be included as part of a range of protective measures in secondary schools and colleges

⁸ [Face coverings: when to wear one, exemptions, and how to make your own](#)

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 relating to close contact with symptomatic persons		<ul style="list-style-type: none"> <input type="checkbox"/> We will continue to follow public health advice on testing, self-isolation and management of confirmed cases of COVID-19. <input type="checkbox"/> We will send home anyone who develops symptoms, however mild whilst in school. <input type="checkbox"/> We will continue to make a space available for any symptomatic pupil who is awaiting collection <input type="checkbox"/> We will ensure that there is adequate ventilation in the room and a supply of PPE available in case close contact is necessary. <input type="checkbox"/> We will ensure that appropriate adult supervision is available. <input type="checkbox"/> We will ensure that the space is thoroughly cleaned once the pupil has been collected. 	<ul style="list-style-type: none"> <input type="checkbox"/> ⁹We will encourage staff to take a PCR test if they are contacted by NHS Track and Trace <input type="checkbox"/> We will arrange for the pupil to be collected rather than use public/dedicated school transport. 	3x3 9 Medium	ASC – 1/9/21
Hazards in relation to poor cleaning/ hygiene/waste management Inadequate cleaning and hygiene processes		<ul style="list-style-type: none"> <input type="checkbox"/> We will continue to encourage and remind about frequent and thorough hand-cleaning for all staff and pupils and maintain adequate supplies of soap and hand sanitiser. <input type="checkbox"/> We will continue to remind pupils to discard used paper towels in the bins provided. <input type="checkbox"/> Cleaning regimes will be maintained and will include regular cleaning of areas and equipment and frequently-touched surfaces as detailed in 	<ul style="list-style-type: none"> <input type="checkbox"/> Pupil allergies identified where applicable. 	2 X 3 6 Medium	ASC – 1/9/21

⁹ Staff who do not need to isolate, and children and young people aged under 18 years 6 months who usually attend school, and have been identified as a close contact, should continue to attend school as normal. They do not need to wear a face covering within the school, but it is expected and recommended that these are worn when travelling on public or dedicated transport.

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		<p>the current PHE guidance COVID-19 Cleaning in non-healthcare settings</p> <ul style="list-style-type: none"> <input type="checkbox"/> We will continue to ensure that shared resources are cleaned regularly and rotated where possible. <input type="checkbox"/> We have copies of all relevant safety data sheets for sanitising products used. <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 RA's. 			
Hazards in relation to shortage of staff due to infection or isolation		<ul style="list-style-type: none"> <input type="checkbox"/> 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. <input type="checkbox"/> Ratios are based on appropriate risk assessments. <input type="checkbox"/> All employees are advised of and offered vaccination cover. 		2 X 3 6 Medium	ASC – 1/9/21
Hazards in relation to staff and pupils deemed high risk due to underlying or pre-existing health conditions, and pregnant women		<ul style="list-style-type: none"> <input type="checkbox"/> ¹⁰Pupils - 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 the setting where one-to-one care or support is not available for them. 		2 X 3 6 Medium	ASC – 1/9/21

¹⁰ [Supporting pupils at school with medical conditions](#)

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
		<ul style="list-style-type: none"> <input type="checkbox"/> ¹¹We will continue to follow the government guidance for Clinically Extremely Vulnerable (CEV) people and ensure that individual risk assessments are carried out and any additional measures put in place to ensure their safety. <input type="checkbox"/> We will acknowledge advice from the individual's clinician who has advised that a CEV person cannot attend the setting. <input type="checkbox"/> ¹²We will continue to encourage staff who may be at increased risk from COVID-19 to raise their concerns with the headteacher/SLT, who will explain the measures the school is putting in place to reduce the risk. <input type="checkbox"/> We will continue to follow the ¹³Coronavirus (COVID-19) advice for pregnant employees <input type="checkbox"/> Individual risk assessments will be completed for all female staff who have given notification that they are pregnant. <input type="checkbox"/> We will ensure that remote access is available to any pupil who is unable to attend school due clinical or public health advice. 	<ul style="list-style-type: none"> <input type="checkbox"/> ¹⁴We will support and encourage our pregnant staff to take up the offer of vaccination. 		

¹¹ [Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19](#)

¹² [Protect vulnerable workers - Working safely during the coronavirus \(COVID-19\) pandemic \(hse.gov.uk\)](#)

¹³ Guidance provided by the HSE, The Royal College of Obstetricians & Gynaecologists and the Royal College of Midwives

¹⁴ [Pregnancy, breastfeeding, fertility and coronavirus \(COVID-19\) vaccination - NHS \(www.nhs.uk\)](#)

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Hazards in relation to the use of transport and travel (public transport, dedicated school transport and educational visits)		<ul style="list-style-type: none"> <input type="checkbox"/> We will promote safe transport guidance to staff and parents and continue to encourage where possible to avoid/limit the use of public transport. <input type="checkbox"/> We will follow government guidance and continue to recommend that children and young people wear face coverings when travelling to school on dedicated school transport. <input type="checkbox"/> A Transport risk assessment is available for SEND children. <input type="checkbox"/> All SEND children have individual risk assessments in place for transport purposes. <input type="checkbox"/> Transport providers will continue to follow appropriate controls as highlighted in their code of practice. <input type="checkbox"/> Pupils who have travelled to school on public or dedicated transport will be reminded about good hygiene practices when putting on, removing and storing their face coverings. <input type="checkbox"/> ¹⁵We will refer to the EVOLVE website for additional guidance regarding the resumption of educational daytrips and residential visits. 	<ul style="list-style-type: none"> <input type="checkbox"/> Protocols will remain in place for drop off and pick up. <input type="checkbox"/> We will continue to record how everyone, travels to and from school (to support NHS Test and Trace). 	2 X 3 6 Medium	ASC – 1/9/21
Hazards in relation to pupil and staff wellbeing and mental health		<ul style="list-style-type: none"> <input type="checkbox"/> Whole-school stress risk assessment in place. 		2 X 3 6 Medium	ASC – 1/9/21

¹⁵ 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

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Preventing ill health due to anxiety and work-related stress		<ul style="list-style-type: none"> <input type="checkbox"/> Where staff report work-related issues, individual stress risk assessments 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 are in place and maintained with staff. <input type="checkbox"/> The Local Authority have produced the following guidance Coronavirus - getting back to school - Supporting emotional wellbeing and learning <input type="checkbox"/> We have access to useful links and sources of support through Promoting and supporting mental health and wellbeing in schools 			
Staff suffering from 'Post-COVID Syndrome' returning to work following COVID-19 infection		<ul style="list-style-type: none"> <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. <input type="checkbox"/> Referrals to occupational health will be made where required. 	<ul style="list-style-type: none"> <input type="checkbox"/> Individual risk assessments to be carried out. <input type="checkbox"/> Your COVID Recovery Supporting your recovery after COVID-19 	2 X 3 6 Medium	ASC – 1/9/21
Hazards due to the lack of suitable PPE		<ul style="list-style-type: none"> <input type="checkbox"/> Local risk assessments/individual healthcare plans/ behaviour management plans reviewed and followed to identify ¹⁶PPE requirements in line with current guidance. 	Where required contact the call centre to order PPE 0800 783 1967 (Manned from 09:00 –	2 X 3 6 Medium	ASC – 1/9/21

¹⁶ PPE provided free to SEND schools will continue as long as supplies continue to be provided at no cost.

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		<ul style="list-style-type: none"> <input type="checkbox"/> ¹⁷PPE 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"/> Local compliance to be monitored by headteacher as far as reasonably practicable. <input type="checkbox"/> Guidance provided to staff in relation to the use and wearing of their own face coverings. 	<i>17:00 Monday to Friday)</i>		
Hazards due to verbal and physical abuse of staff		<ul style="list-style-type: none"> <input type="checkbox"/> We have a separate risk assessment for dealing with violent situations and staff are aware of the control measures <input type="checkbox"/> Staff are all aware of the school SIGN 04 Violence and aggression at work. <input type="checkbox"/> All incidents of verbal or physical abuse will be reported on an ¹⁸Accident/incident report form for inclusion on the E-Safety database. 		2 X 3 6 Medium	ASC – 1/9/21
Hazards in relation to managing incidents and emergencies		<ul style="list-style-type: none"> <input type="checkbox"/> Emergency procedures have been reviewed to ensure that arrangements remain valid for fire safety management. <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). 		2 X 3 6 Medium	ASC – 1/9/21

¹⁷ PPE will be available to order **where required** (i.e., in the event of an Outbreak)

¹⁸ [Accident Reporting and Investigation - All Documents \(cumbria.gov.uk\)](http://cumbria.gov.uk)

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		<ul style="list-style-type: none"> <input type="checkbox"/> 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. <input type="checkbox"/> Suitable first aid kits are in place, regularly checked and updated to include (where already not supplied) IIR surgical masks, rubber gloves and hand sanitisers for close contact first aid treatment. <input type="checkbox"/> First aiders for the premises are issued with current advice and guidance. <input type="checkbox"/> All staff are aware of their responsibilities to report safety concerns, ill health, damage, defects, accidents, or incidents in line with existing school policy. 			
Respiratory syncytial virus (RSV), Norovirus, Influenza and other health conditions		<ul style="list-style-type: none"> <input type="checkbox"/> E-School Nurse - support for health conditions Cumbria County Council <input type="checkbox"/> Health A to Z - NHS <input type="checkbox"/> Health protection in schools and other childcare facilities 		2 X 3 6 Medium	ASC – 1/9/21



To be completed by the headteacher			
Name:	Mrs. A Clarricoats	Job title:	Headteacher
Signature	<i>Alison Clarricoats</i>	Date:	22/8/21
To be completed by the Health and Safety Governor:			
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:	Mr. G Saldanha	Job title	H&S Governor
Signature:	<i>Mr. G Saldanha</i>	Date:	22/8/21

Useful links and guidance:

[Schools COVID-19 operational guidance](#)

[When to self-isolate and what to do - Coronavirus \(COVID-19\)](#)

[COVID-19 actions for out-of-school settings](#)

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

[The use of personal protective equipment \(PPE\) in education, childcare and children's social care settings, including for aerosol generating procedures \(AGPs\)](#)

Outdoor Education Advisory Panel advice on health and safety on educational visits: <https://oeapng.info>