



OVERVIEW

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

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

Headteachers/ 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



RA Reference	<i>School Closure Spring Term 2021 Operations</i>	Activity Description	COVID-19 - Infection Prevention and Control – SCHOOL OPERATIONS
Assessment Date	07.01.21	Assessor Name	<i>Peter Barfoot (Headteacher) June Grant (Deputy Headteacher)</i>
Assessment Team Members	<i>Peter Barfoot (Headteacher) June Grant (Deputy Headteacher) Tim Ward (Chair of GB) Sarah Brooke (Vice Chair of GB)</i>	Planned Review Date	<i>February 2021 (reviewed regularly to reflect any changes in National Guidance)</i>
Location	<i>St Mark's CE Primary School, Natland</i>	Number Of People Exposed	School: up to 38 children School: up to 32 members of staff Pre-School: up to 13 children Pre-School: up to 5 members of staff
Overall Residual Risk Level following implementation of effective control measures	<i>Enter Your Overall Residual Risk Rating</i> Medium 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	People Exposed	All Employees Pre-School employees and children Pupils Contractors (incl. Orian catering staff) Vulnerable Children/ Adults Persons with pre-existing medical conditions First Aiders
Assessment Last Updated	<i>New version for full school closure</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
Hazards in relation to staffing and daily operation Lack of supervision/ management of groups to comply with current guidance	All schools have access to Public Health Weekly Outbreak Control Report which provides and overview of the current COVID-19 situation in Cumbria based on available local and national data Further detailed information can be found at The Cumbria Observatory	Medium Risk			All L2 x S4 = 8



	<ul style="list-style-type: none"> <input type="checkbox"/> Parents not allowed in the school <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. <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. 		<p>Front door kept locked.</p> <p>Correspondence posted in school mail box</p> <p>No visitors in school, apart from contractors completing essential work</p> <p>Diary events have been checked and systematically cancelled or postponed</p> <p>An information poster highlighting the symptoms of COVID19 is placed throughout the premises.</p> <p>Home testing kits available from school for staff and families if necessary</p> <p>All children requiring behaviour management plans and extra support will be in groups with a</p>	<p>HT to forward most recent Government testing advice and guidance to all members of staff</p>	
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	<ul style="list-style-type: none"> <input type="checkbox"/> Outside spaces used for learning where possible <input type="checkbox"/> Fixed outdoor equipment – not to be shared by different bubbles <input type="checkbox"/> Small easily washable outdoor equipment cleaned regularly, before and after use and between groups. <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) to be reported via the normal reporting procedures 		<p>Staff assigned to spaces from start of school closure period</p> <p>Staff to provide equipment to individual children and responsible for cleaning as necessary.</p> <p>Adventure play area to be used by Group 1. MUGA by Group 2.</p> <p>Groups to have dedicated set of basic play equipment. Hands washed before and after use.</p> <p>Kitchen staff to remain in kitchen and only enter hall to check lunch orders on computer at 9.30 daily</p> <p>Daily register to be taken using Scholar Pack (SBM) Absence to be followed up with phone call at first opportunity</p>	<p>Government may introduce new system</p>	
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	<ul style="list-style-type: none"> <input type="checkbox"/> Normal absence and well-being reporting procedures followed <input type="checkbox"/> Normal pre-employment procedures followed. <input type="checkbox"/> Staff to be kept informed at each step in planning for re-opening, including an induction day prior to the week of Year group re-opening 		<p>Ongoing communications (emails, inductions, virtual briefings, copies of plans and draft risk assessments) have been provided to all employees</p>		
<p>Hazards relating to visitors coming into the setting</p>	<ul style="list-style-type: none"> <input type="checkbox"/> All non-essential visits to schools have been stopped <input type="checkbox"/> Parents/carers are not allowed in the setting unless absolutely necessary and appointment made with Headteacher <input type="checkbox"/> The setting will maintain records of all visitors to support the NHS Test and Trace programme. 	<p>10 Medium Risk L5 x S2</p>	<p>Visits to the setting to be restricted to those that are absolutely necessary.</p> <p>Where face-to-face visits are authorised the Headteacher/Manager has the discretion of requiring all visitors to wear face coverings where social distancing cannot be managed.</p>		
<p>Hazards relating to lack of social distancing</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Children will be supported to maintain social distancing and encouraged not to touch staff where possible. <input type="checkbox"/> 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. 	<p>10 Medium Risk L5 x S2</p>	<p>Headteacher has the discretion of requiring all visitors to wear face coverings</p>		



	<ul style="list-style-type: none"> <input type="checkbox"/> School assemblies and collective worship with more than one group will not be held. <input type="checkbox"/> Movement around the school will be kept to a minimum <input type="checkbox"/> Social distancing limits occupancy in offices and staff rooms – staff instructed to remain with groups and not mix with others. 		<p>Max 7 adults in either staffroom Max 2 adults in HT office</p>		
<p>Hazards in relation to lack of cleaning/ hygiene/ waste management</p> <p>Inadequate cleaning and hygiene processes</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Staff and pupils instructed to sanitise and then wash their hands upon entry to the building and frequently thereafter. <input type="checkbox"/> Supplies of hand sanitiser available at entrance points <input type="checkbox"/> Sinks allocated to each group of children and staff <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 paper 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 	<p>High Risk</p>	<p>Adults greeting children at hall door and main entrance to ensure each child sanitises their hands</p> <p>School receiving regular orders of hand sanitiser (70% ethanol)</p> <p>Hand dryers switched off. Paper towels provided near each sink / set of sinks and suitable lined receptacle for disposal</p> <p>Cleaning kits provided in each group space (Hall and Y6 classroom) Disinfection of surfaces to be done regularly by staff as and when necessary.</p>		<p>Children: L4 x S3 = 12</p> <p>Adults: L2 x S5 + 10</p>



	<input type="checkbox"/> When delivering personal/intimate care, staff will wear the normal PPE required as detailed in individual healthcare plan		<p>Currently N /A in St Mark's case. No intimate care listed in any IHCPs of children expected to access school .</p>		
<p>Transport and Travel</p> <p>Reducing the risk of infection</p>	<input type="checkbox"/> Safe transport guidance promoted to staff and parents <input type="checkbox"/> Transport providers will follow appropriate controls as highlighted in their code of practice <input type="checkbox"/> Protocols in place for drop-off and pick-up <input type="checkbox"/> All offsite school activities suspended	<p>Medium Risk</p>	<p>No staff use public transport as a matter of course in getting to work</p> <p>School transport continuing. Smaller minibus for fewer children. Infection control measures in place. Driver wearing face covering. Hands sanitised before entry to bus and on entry to school Children sit with families / bubble members.</p> <p>All adults wear face covering outside school. One way system in place. Group 1 to Hall door to car park. Group 2 to main entrance HT to monitor queueing and entrance</p>		<p>Children: L3 x S3 = 9</p> <p>Adults: L2 x S5 = 10</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 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 exiting school policy. 		<p>Staff wellbeing survey completed Oct 2020.</p> <p>Via email between HT and all staff or by phone call as necessary</p>	<p>HT & DHT to develop action plan and School Stress RA in line with advice from CCC and KAHSC</p>	<p>Rating TBC when Staff Stress RA completed</p>
<p>Hazards in relation to staff deemed high risk due to underlying or pre-existing health conditions</p> <p>Pregnancy, Asthma</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 a person cannot undertake their normal duties school will contact HR provider to discuss any reasonable adjustments</p> <p>One member of staff currently with conditions leading to the need for shielding. Teacher working from home managing Remote Learning</p>		<p>Adults: L1 x S5 = 5</p>



	<ul style="list-style-type: none"> <input type="checkbox"/> Staff with members of their household with shielding letters to be reassured of the safety and social distancing measures being taken in school 		<p>Staff to keep SLT informed of changes in circumstance</p> <p>None at present To be discussed with HT on a case by case basis</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"> <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) <input type="checkbox"/> Suitable first aid First Aid kits in place – updated to include (where already not supplied) masks and rubber gloves, hand sanitisers for close contact first aid treatment <input type="checkbox"/> At least one person with a paediatric first aid certificate will be premises at all times when children are present <input type="checkbox"/> All staff aware of their responsibilities to report safety concerns, ill health, damage, defects, accidents or incidents in line with exiting school policy. 		<p>HT to be named adult to deal directly with any symptomatic child</p> <p>First Aid kits prepared and made available to suitably trained staff in each teaching space. Records to be kept as normal in accident books provided for each space.</p> <p>Paediatric First Aiders: HT on site each day</p>		<p>Adults: L2 x S5 = 10</p>
<p>Hazards in relation to eating and safe welfare facilities</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Timings in place to ensure safe management of break and lunchtimes <input type="checkbox"/> Adequate welfare facilities provided for all staff and pupils. <input type="checkbox"/> Staff and pupils reminded to wash hands before and after eating. 		<p>Groups allocated zones for break and lunchtimes, with wide buffer zone between them.</p>		<p>Children: L3 x S3 = 9</p> <p>Adults: L2 x S5 = 10</p>



	<ul style="list-style-type: none"> <input type="checkbox"/> Adequate welfare facilities provided for all staff and pupil <input type="checkbox"/> Staff and pupils reminded to wash hands before and after eating 	<p>Group 1 to use Y3 cloakroom (accessed through playground) Group 2 to use Y6 cloakroom Staff to use either toilets 1 and 2. Pre-School children to use YR cloakroom as usual. Pre-School staff to use Y1 toilet.</p> <p>Staff possessions to be left locked in own cars or kept in base room.</p> <p>Limit school books or equipment taken sent home; or brought into school</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>All staff food to be brought in to school pre-prepared and container to be disinfected before putting in fridge</p>		
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<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 social distancing measures.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Staff and pupils to 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 provided staff provided with training and instruction in its use. <input type="checkbox"/> <input type="checkbox"/> Compliance with agreed practice 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 	<p>High Risk</p>	<p>PPE (fluid resistant face shield, goggles and disposable plastic apron and gloves) to be worn if managing first aid at close quarters, comforting a distressed child, intimate care or no option physical restraint. PPE provided by CCC</p> <p>HT to remain in designated office space and corridors as far as practicable and not to enter classrooms operating as individual group teaching spaces</p> <p>Discussion with individual members of staff</p>		<p>Children: L3 x S3 = 9</p> <p>Adults: L2 x S5 = 10</p>
<p>Monitoring</p>	<ul style="list-style-type: none"> <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 	<p>10 Medium Risk L5 x S2</p>			



	<p>wellbeing survey information, weekly LA infection reports, and any critical incident reviews.</p> <p><input type="checkbox"/> Regular feedback will be provided to staff on the risk assessment reviews.</p>				
Monitoring	<p><input type="checkbox"/> Current relevant national guidance will be monitored and followed.</p> <p><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.</p> <p>Regular feedback will be provided to staff on the risk assessment reviews.</p>	<p>10 Medium Risk L5 x S2</p>			
Assessment Conclusion	<p>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.</p>				

To be completed by the Individual undertaking the risk assessment:

Name: June Grant

Job Title: Deputy Headteacher

Signature: *J Grant*

Date: 08.01.21

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: Peter Barfoot

Job Title: Headteacher

Signature: *P J Barfoot*

Date: 08.01.21



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