



London Borough  
of Hounslow

# COVID-19 Reoccupation Health and Safety Inspections and Risk Assessments for Schools and Educational Settings

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## Introduction

The following inspections and risk assessments are intending to support all London Borough of Hounslow schools and educational settings in the management of risk whilst planning for and during reoccupation following the COVID-19 lockdown. These resources have been created by the council's Health & Safety Team, in collaboration with colleagues in Children's Services and in line with the latest advice from the government, NHS, Public Health England and the DfE.

Please note, all information in this pack is correct as of 15<sup>th</sup> May 2020.

## How to complete the inspections and risk assessments?

Completion of the risk management tools over the proceeding pages should be self-explanatory, but please follow the steps outlined below to assist you. One very important thing to remember when using these resources is that the situation regarding COVID-19 is changing daily and government advice is being regularly updated. Therefore, your completed inspections and risk assessment will need to be frequently reviewed and updated to reflect these changes.

### Step 1 – Complete the COVID-19 Inspection Form

The Inspection form should be completed prior to general reoccupation a to ensure essential preventative measures are put in place and to aid in the completion of the reoccupation risk assessment.

The inspection form will ask you to consider:

- Employees, social distancing and the impact of returning to work
- Travel, Access & Egress
- Cleaning and Hygiene Practices
- Building Safety

The completed inspection form will allow you to identify gaps where additional measures may be required.

### Step 2 – Use the findings from your completed inspection to aid you in completing the COVID-19 Risk Assessment

The generic risk assessment has been pre-populated with hazards and the recommended preventative measures. The information contained within this document is generic and you should tailor it to be relevant to your school or setting. You should amend the form by removing information that is not relevant to your setting and adding information where you feel there are gaps (please share with us your additions so that we can improved future versions). If you cannot adhere to the recommended preventative measures, you should develop alternative solutions. If you cannot adhere to the recommended preventative measures and you are unable to find alternatives, this will impact the level of risk and possibly reduce the level of service you are ultimately able to provide.

If the preventative measures listed are already in place at your school or setting, please enter an 'E', into the 'EXISTING/ PRPOSED' column. If any of the preventative measures listed are not already in place, and you intend and are able to implement them, please enter 'P' into the 'EXISTING/ PRPOSED' column and a target date for completion into the proposed timescale column. Transfer the action required onto your COVID-19 Workplace Health & Safety Inspection Action Summary to ensure completion.

### Step 3 – Action Plan

Completing the risk assessment will provide you with a list of different measures that you now need to implement. This is the time to evaluate the practicality of implementing each measure and determine how to take the necessary steps to ensure they're in place ready for your return to work.

### Step 4 – Communication

Communication is key and there's a lot of change that your staff, parents and pupils will need to digest and consider before returning to work. Continuous communication throughout this process will demonstrate that you're putting your staff's and pupil's safety at the heart of this decision.

## Step 5 – Review

The information around COVID-19 changes on a frequent basis and you will need to monitor the latest advice for any changes that could impact your activities. A library of useful links is provided below.

## Step 6 – Complete the COVID-19 Checklist and Risk Assessment for individual Members of Staff

The checklist and risk assessment for individual members of staff should be completed, as necessary, for any members of staff who are 'clinically extremely vulnerable' and should therefore be shielded and remaining at home or 'clinically vulnerable' to COVID-19 and returning to work only if clinical hygiene and social distancing measures can be strictly adhered to.

## Step 7 – Complete the COVID-19 Checklist and Risk Assessment for individual Members Pupil/Students

The risk assessment for individual pupil/students should be completed, as necessary, for any children and young people who are 'clinically extremely vulnerable' and should therefore be shielded and remaining at home or 'clinically vulnerable' to COVID-19 and returning to work only if clinical hygiene and social distancing measures can be strictly adhered to.

## Latest Government and NHS Advice

[Guidance for Schools and Other Educational Settings](#)

[COVID-19: Implementing Protective Measures in Schools and Educational Settings](#)

[Latest Government Social Distancing Information](#)

[COVID-19: Cleaning in Non-Healthcare Settings](#)

[Guidance on shielding and protecting people defined on medical grounds as extremely vulnerable](#)

[Supporting Vulnerable Children and Young People](#)

[Closed Business & Venue List](#)

[NHS COVID-19 Latest Information](#)

[Public Health England Latest Information](#)

## COVID-19 Health & Safety Inspection Checklist

The current COVID-19 'coronavirus' outbreak poses a serious risk to individuals and organisations. This inspection checklist assists in identifying the control measures to reduce the risk of workplace infections prior to reoccupation and as part of a proactive monitoring regime and checking that preventative and protective control measures are implemented in line with current health and safety general duties.

<b>School:</b> St Mary's Catholic Primary School Updated January 2021
<b>Site Address:</b> Duke Road
<b>Inspection Undertaken by:</b> Miss Harte, Headteacher
<b>Report to:</b> Governing Body , Diocese of Westminster, LBH

No of issues not closed out from previous inspection	N.A.	No of issues that are repeated from previous report	N.A.
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### Findings of Inspection

The level of compliance should be included in report using a Rag Rating - **Green** – Full compliance (no action required), **Amber** - breach identified (remedial action recommended), **Red** – significant breach (action required)

### A: Employees – Consider what impact returning to work would have on your employees, parents and pupils and how to keep them safe.

No	Issues	Y/N/NA	Rating R/A/G	Comments
1.	Has a risk assessment been undertaken for those who have a self-declared health condition which could increase their risk profile?	Y	G	Monitoring continues
2.	Are you tracking people who have been identified as high risk/are shielding?	Y	G	No high risk groups work in the school
3.	Where practicable have staff been allowed to continue to work from home/remotely?	Y	G	Monitoring/Staff Rota for Key Worker Children
4.	Can all staff maintain the government guidelines for social distancing ( <a href="#">The latest Social Distancing Guidelines available here</a> ). These could include but are not limited to the following:	Y	A	EYFS at greater risk of non compliance due to age of pupils and inability to socially distance

4a	Are you able to segregate staff and pupil activities to promote 2 meters distance?	Y	A	A challenge in EYFS
4b	Are you able to limit the amount of contact staff and pupils have with each other to 15 minutes or less?	Y	A	A challenge in EYFS
4c	Are you able to implement a one-way flow system and provide visual aids (e.g. distancing markers, signage, flow system markers) for maintaining two meters distance?	Y	G	Yes, must be inside and outside, in and around the perimeter
5.	Have staff, parents and pupils been trained / notified before returning to work on any new procedures?	Y	G	Effective communication vital for all stakeholders. Use of website and parentmail
6.	Have staff, parents and pupils been instructed on how to hand wash effectively, for the suggested duration of 20 seconds and maintain good hygiene practices?	Y	G	This has been school policy since February 2020
7.	Have staff, parents and pupils been instructed on social distance where practicable while at school, including school grounds?	Y	G	Needs staggered time table
8.	Have staff, parents and pupils been instructed on what to do if they are experiencing COVID-19 symptoms?	Y	G	Since end of February 2020/ Monitoring ongoing
9.	Are daily alerts from government departments e.g. Public Health England / Devolved Agencies being sourced and shared with staff and parents?	Y	G	Through links and website & parentmail

**B: Travel, Access & Egress – Consider how your employees and pupils will travel to school, travel for work, access and exit work safely.**

No	Issues	Y/N/NA	Rating R/A/G	Comments
1.	Are you able to implement enough parking restrictions to maintain social distancing measures?	Y	G	Already in place
2.	Are staff using their own transport for work activities?	Y	G	Some teachers have to use Public Transport so only come into to school once a fortnight. Support staff use own vehicles
3.	Are staff, parents and pupils avoiding public transport where applicable and using alternatives (e.g. cycling, walking to work etc)?	Y	A	Difficult as some staff commute. Needs monitoring

4.	Have you considered staff that are required to car share for their role and whether this could continue?	Y	G	As school open, many staff have been doing this since 23 <sup>rd</sup> March 2020. Some do car share
5.	Has the entry and exits to the building/site been limited to the minimum number of points required?	Y	G	Continue to monitor
6.	Has access to the building/site by visitors and contractors etc. been restricted?	Y	G	
7.	Is it practicable to confine visitors to strictly defined areas and avoid unnecessary movements around the building?	Y	G	
8.	Have appropriate hand sanitiser pump action containers been made available in every classroom and on main travel routes through the building including access and egress areas?	Y	G	
9.	Is advisory hand washing signage displayed throughout the building, especially at entrances and exits and were people congregate.?	Y	G	
10.	Are the signs displayed reviewed and replaced as necessary?	Y	G	Need to be reviewed in line with guidance as and when it changes.

**C: Cleaning Regime – Consider what cleaning and hygiene measures need to be implemented to reduce the risk of individuals contracting the virus on your premises / site.**

No	Issues	Y/N/NA	Rating R/A/G	Comments
1.	Have you completed a deep clean of the property / site before returning?	Y	G	Undertaken several times to date
2.	Is the ongoing cleaning frequency enough and can cleaning be undertaken when the building is occupied?	Y	G	School purchased a “Fogger” which is very effective
3.	Are all hand contact points cleaned on a frequent basis throughout the day including, door furniture, handrails, IT equipment, classroom equipment, desks, phones, flush plates, taps, dispensers, toilets, canteen / food preparation areas.	Y	G	All staff are supporting with the cleaning of different areas of the school.
4.	Are appropriate cleaning products being used during daily preventative clean regime?	Y	G	Using fogger

5	Have persons undertaking the cleaning been instructed with clear safe usage instructions?	Y	G	1/2 termly meetings with Coala, school cleaning provider
6	Can, where practical, curtains and blinds be removed to minimise the areas where viruses can be difficult or time consuming to remove.	Y	G	
7	Can blinds be kept opened and locked if they cannot be removed?	Y	G	
8	Can rugs and mats be removed where safe to do so to make cleaning and disinfection of floors easier?	Y	G	
9	Is it practicable to introduce a daily steam cleaning procedure for washrooms/	Y	G	
10	Have staff been provided with appropriate cleaning products so that they can frequently clean their workstations during the day?	Y	G	

**D: Building Safety – Responsible Person Checks – Consider how you ensure your building remains safe for all employees, pupils and visitors.**

Guidance on a suitable inspection can be [found here](#).

No	Issues	Y/N/NA	Rating R/A/G	Comments
	<b>Has your responsible person carried out checks on your building in the following areas?</b>			
1.	Fire Safety Systems / Emergency Lighting.	Y	G	Ongoing. Checked 19.01.2021
2.	Ventilation / Humidity / Lighting & Heating.	Y	G	Ongoing
3.	Gas Installations.	Y	G	
4.	Legionella Controls.	Y	G	Weekly
5.	Routine Inspections e.g. Local Exhaust Ventilation, Lifting Equipment and Pressure Systems and Equipment Maintenance.	Y	G	
6	Lift Statutory Inspections.	NA	G	



<b>E: Other Issues</b> (please add additional checks as you feel appropriate)				
<b>No</b>	<b>Issues</b>	<b>Y/N/NA</b>	<b>Rating R/A/G</b>	<b>Comments</b>
		Please Select	Please Select	
		Please Select	Please Select	
		Please Select	Please Select	
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		Please Select	Please Select	

**Inspection undertaken by:**

Signed: Miss Harte \_\_\_\_\_ Date: 20..01.2021 \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_



**COVID-19 Workplace Health & Safety Inspection Action Summary**

Point Ref	Details of Corrective Action Required	Timescale	Responsible Person	Closed Out
Additional Comments				

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_



## COVID-19 School Reoccupation Risk Assessment

HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					
			EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
<b>Consider:</b> premises work, equipment, specific tasks etc.	<b>People at risk</b>	<b>Control By:</b> guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.						
<b>Employee Safety –</b>								
<b>Maintaining Social Distancing and preventing staff and pupils mixing with other groups</b>	staff, pupils, parents, visitors & contractors	<ul style="list-style-type: none"> <li>• Class sizes will be reduced as follows (<i>delete as appropriate</i>):               <ul style="list-style-type: none"> <li>○ In early years settings, group sizes will be set according to the staff to child ratios already stipulated within the <a href="#">Early Years Foundation Stage</a> (EYFS)</li> <li>○ Primary school classes will be approximately split in half to a maximum of 15 pupils, with one teacher and a teaching assistant if needed.</li> <li>○ In secondary schools, classrooms and workshops will be rearranged to ensure seating positions are 2 meters apart and class sizes set accordingly.</li> </ul> </li> <li>• If there is a shortage of teachers, to ensure the reduced classes can still be supervised, support staff will be used to lead classes, under the remote direction of other teaching staff.</li> <li>• If the small group sizes above cannot be achieved because there are not enough classrooms or spaces available or because there are not enough staff to supervise the groups, the following options will be explored:               <ul style="list-style-type: none"> <li>○ group sizes will be reduced further</li> <li>○ group attendance will be staggered over the school week</li> <li>○ the children of those that are the most financially vulnerable, those that have not been furloughed or in some kind of job retention scheme with wage protection and those that are in a line of work that will most benefit the economy and the community will be prioritised for attendance to reduce group sizes and the number of groups</li> <li>○ options will be discussed with the school's LA or trust and other schools will be called upon to support children.</li> </ul> </li> </ul>	P  NA         E	Implement	H	L	Spring 2021	



HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					
			EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.						
		<ul style="list-style-type: none"> <li>If necessary, settings will focus on providing places for priority groups, followed by early years learning groups in the following order of priority:               <ul style="list-style-type: none"> <li>early years settings - 3- and 4-year olds followed by younger age groups</li> <li>infant schools - nursery (where applicable) and reception</li> <li>primary schools - nursery (where applicable), reception and year 1</li> </ul> </li> <li>The school will ensure, as far as reasonably practicable, that the same teacher(s) and support staff are assigned to each group and that these stay the same during the day and on subsequent days.</li> <li>Children will use the same classroom or area of the building throughout the day.</li> <li>Pupils/students will sit at the same desk each day if attending on consecutive days.</li> <li>In secondary and college settings, the number of different staff groups have contact with will be reduced as far as possible, but some subject specialist rotation of staff will be required. For subjects such as English, maths, languages and humanities, students will remain in their form room and the subject teacher will go to them. For subjects where room changes are unavoidable, i.e. DT, Science and Art and Design and sport, because pupils are older, they will be expected to more easily understand the and adhere to all other preventative measures such as distancing and hygiene and therefore the risk of these changes of environment will be reduced.</li> <li>Contact between people will be reduced by ensuring, as far as is reasonably practicable, that children/young people and staff, only mix in small, consistent groups and that these small groups stay away from other people and groups. To achieve this the following controls will be implemented:</li> </ul>	E			L		



HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					
			EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
<p><b>Consider:</b> premises work, equipment, specific tasks etc.</p>	<p><b>People at risk</b></p>	<p><b>Control By:</b> guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.</p>						
		<ul style="list-style-type: none"> <li>o Altering classroom Layouts</li> <li>o Altering timetables so that breaktimes can be staggered so that all children are not moving around the school at the same time</li> <li>o Stagger lunchbreaks and if this is not possible, children/young people will have their lunches brought to their classroom.</li> <li>o Planning breaktimes so that activities are carried out that allow a degree of interaction but whilst maintaining distancing. This means no 'free play', but organised and supervised activities, games etc. only.</li> <li>o Deciding which lessons or activities will be delivered</li> <li>o Deciding which lessons or classroom activities could take place outdoors</li> <li>o Using the timetable and the careful selection of classrooms and learning spaces to reduce movement around the building</li> <li>o Staggering assembly groups</li> <li>o Stagger drop-off and collection times</li> <li>o Planning parents' drop-off and pick-up protocols that minimise adult to adult contact</li> <li>o consider how children and young people arrive at the education or childcare setting, and reduce any unnecessary travel on coaches, buses or public transport where possible.</li> <li>o Groups to access classrooms directly from outside where possible</li> <li>o One-way circulation has been implemented or place a divider down the middle of the corridor to keep groups apart as they move through the building where spaces are accessed by corridors</li> <li>o The number of children/young people who use the toilet facilities at one time will be limited to ensure that toilets do not become crowded</li> </ul>	E			L		



HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					
			EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
<p><b>Consider:</b> premises work, equipment, specific tasks etc.</p>	<p><b>People at risk</b></p>	<p><b>Control By:</b> guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.</p>						
		<ul style="list-style-type: none"> <li>○ Signs and symbols have been used on walls and floors to mark social distancing, circulation routs, good hygiene practice the location of hand sanitiser</li> <li>○ To alleviate space inside, outside space will be used for exercise and breaks and for outdoor education, where possible, as this can limit transmission and more easily allow for distance between children and staff</li> <li>○ outdoor play structures will not be used because of the impracticality of cleaning it and doing so effectively.</li> <li>○ Halls, dining areas and internal and external sports facilities will be used for lunch and exercise at half capacity. With staggered breaks in place, these areas can be shared because different groups will not mix or play sports together and adequate cleaning will take place between groups</li> </ul>	E			L		



HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					
			EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.						
<b>Spread of coronavirus through Surface contamination</b>	staff, pupils, parents, visitors & contractors	<ul style="list-style-type: none"> <li>As part of the enhanced cleaning regime during the coronavirus outbreak and reoccupation, surfaces that children/young people are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, are being cleaned more regularly than normal.</li> <li>Play equipment is not shared between pupils during sessions and it is appropriately cleaned between groups of children using it. Multiple groups do not use play equipment simultaneously.</li> <li>Unnecessary items are removed from classrooms and other learning spaces and stored elsewhere</li> <li>Soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts) are removed from use and stored elsewhere.</li> <li>The school will consider if it is appropriate to keep doors to classrooms, rooms, corridors and outside open to prevent the need for door handling and touch plates being handled (fire safety procedures will be amended to ensure that doors are closed in the event of an evacuation to prevent the spread of fire.</li> <li>Where practical, curtains and blinds have been removed to minimise the areas where viruses can be difficult or time consuming to remove.</li> <li>Blinds have been kept opened and locked where they cannot be removed.</li> <li>Rugs and mats have been removed where safe to do so to make cleaning and disinfection of floors easier.</li> </ul>	E	Already in place	Actioned	L	01.06.2020	18.05.2020



HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					
			EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.						
		<ul style="list-style-type: none"> <li>Appropriate cleaning products are provided, so that staff can frequently clean their workstations during the day.</li> </ul>						
<b>Maintaining good personal hygiene and handwashing regimes</b>	staff, pupils, parents, visitors & contractors	<ul style="list-style-type: none"> <li>Staff and pupils will be encouraged and prompted to clean hands more often than usual and to wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly using disposable hand towels.</li> <li>Alcohol hand rub or sanitiser will be used at regular intervals in between washing with soap and water.</li> <li>Enough hand washing facilities are available</li> <li>Where a sink is not nearby, automatic hand sanitiser dispensers are installed in classrooms, communal areas, canteen, entrances and exits. Sanitiser has been sourced that contains at least 60-95% alcohol</li> <li>Children and adults are to clean their hands, on arrival at the setting, before and after eating, and after sneezing or coughing</li> <li>The school has been in touch with public sector buying organisation partners (for example ESPO, YPO, NEPO) about proportionate supplies of soap, anti-bacterial gel, disposable towels and cleaning products if needed.</li> <li>Staff, parents and pupils have been advised that there is no need for anything other than normal personal hygiene and washing of clothes following a day in an educational or childcare setting.</li> <li>Help is provided to children and young people who have trouble cleaning their hands independently</li> <li>Adults and children/young people to thoroughly clean hands before lunch.</li> </ul>	E	Actioned	Actioned	L	Spring g 2021	Ongoing





HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					
			EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.						
<b>Maintaining good hygiene standards within the building and grounds.</b>	staff, pupils, parents, visitors & contractors	<ul style="list-style-type: none"> <li>• A deep clean of the property/ site was carried out before wider reoccupation.</li> <li>• Appropriately experienced cleaning staff will be employed throughout the school day to ensure that cleaning of the building and specific areas of high use are cleaned at regular intervals, according to <a href="#">current best practice</a> and a documented schedule</li> <li>• Lunch tables to be thoroughly cleaned with detergent and disinfectant before each staggered lunch group.</li> <li>• A steam clean of washrooms is undertaken at the end of each day.</li> <li>• The following cleaning practices will be followed:               <ul style="list-style-type: none"> <li>○ Any locations they have entered will be cleaned with the school's standard detergent and disinfectant supply</li> <li>○ Cleaners will wear disposable or washing-up gloves and aprons for cleaning.</li> <li>○ Disposable cloths, paper towels or disposable mop heads will be used to clean.</li> <li>○ Hard surfaces will be cleaned with either a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine or</li> <li>○ Warm water and detergent followed by disinfection (1000 ppm av.cl.).</li> <li>○ The manufacturer's instructions for dilution, application and contact times for all detergents and disinfectants will be adhered to</li> <li>○ Particular attention will be paid to frequently touched areas and surfaces, such as toilets, grab-rails in corridors and stairwells and door handles</li> <li>○ Cleaners will Avoid creating splashes and spray when cleaning.</li> <li>○ After cleaning, disposable gloves and any cloths and mop heads used will be disposed of and put into waste bags</li> </ul> </li> </ul>	E	Implemente d		L	01.06.2020	18.0 5.2020



HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					
			EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
<p><b>Consider:</b> premises work, equipment, specific tasks etc.</p>	<p><b>People at risk</b></p>	<p><b>Control By:</b> guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.</p>						
		<ul style="list-style-type: none"> <li>○ When items cannot be cleaned using detergents or laundered, for example, upholstered furniture and mattresses, steam cleaning will be used.</li> <li>○ Cleaners will wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning</li> <li>● If someone with suspected coronavirus (COVID-19) has been in the school, as soon as they have vacated, the above hygiene procedures will be followed and:               <ul style="list-style-type: none"> <li>○ If an area has been heavily contaminated, such as with visible bodily fluids, from a person who is ill or showing COVID-19 symptoms, cleaners will also wear protective goggles and a fluid-resistant surgical face mask (FFP3, FFP2 or N95)</li> <li>○ After cleaning, disposable gloves and any cloths and mop heads used will be disposed of and put into waste bags as outlined below.                   <ul style="list-style-type: none"> <li>○ put in a plastic rubbish bag and tied when full.</li> <li>○ placed in a second bin bag and tied.</li> <li>○ put in a suitable and secure place and marked for storage until the individual's test results are known.</li> <li>○ Waste will be stored safely and kept away from children.</li> <li>○ waste will not be put in communal waste areas until negative test results are known, or the waste has been stored for at least 72 hours.</li> <li>○ if the individual tests negative, waste will be put in with the normal waste</li> <li>○ if the individual tests positive, then waste will be stored for at least 72 hours and put in with the normal waste</li> </ul> </li> <li>○ Any items that are heavily contaminated with body fluids and cannot be cleaned by washing should be disposed of.</li> </ul> </li> </ul>						



HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					
			EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.						
<b>Maintaining good respiratory hygiene and clean air.</b>	staff, pupils, parents, visitors & contractors	<ul style="list-style-type: none"> <li>Children and adults are encouraged not to touch their mouth, eyes and nose</li> <li>Children and adults are encouraged to cough or sneeze into a tissue or elbow to and use bins for tissue waste promoting the 'catch it, bin it, kill it' approach</li> <li>Individual bins are provided to pupils and adults with cold symptoms, that are emptied and appropriately cleaned at regular intervals throughout the day.</li> <li>Waste bins are lined with a plastic bag so that they can be emptied without contacting the contents or the inside of the bin.</li> <li>Staff are instructed that the emptying of bins and wastepaper baskets should be followed by hand washing.</li> <li>If children/young people or staff have cold symptoms, they will be asked to remain at home, because even though typical cold symptoms such as a runny nose and sneezing are not symptoms of Coronavirus, the spread of other illnesses will lower the immune system and make people more susceptible to catching coronavirus. If someone has coronavirus and a common cold at the same time it will make it much easier for them to spread the virus.</li> <li>Proper ventilation and regular air changes are an essential element in the prevention of the spread of the virus in enclosed environments. The school will ensure that mechanical ventilation systems are maintained and running effectively.</li> <li>Where mechanical ventilation systems are not working or not fitted, natural ventilation will be used (e.g. opening windows and propping open doors to classrooms from corridors and directly to the outside where possible in ground floor classrooms, weather permitting).</li> <li>Site security protocols will be amended as necessary to allow external doors to be kept open if necessary and fire procedures will be amended to make it the responsibility of</li> </ul>	E	H	Actioned	H	Spring 2021	Ongoing



HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					
			EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.						
		staff to close doors behind them and prevent the spread of fire in the event of an emergency evacuation.						
<b>Travelling to and from work/school</b>	staff, pupils, parents, visitors & contractors	<ul style="list-style-type: none"> <li>Parents and children/young people have been encouraged to walk or cycle to their education setting where possible</li> <li>Staff have been encouraged to avoid public transport and to use alternative modes of travel where possible.</li> <li>Staff, parents and pupils/young people have been advised to wear face coverings/ masks when travelling on public transport and social distancing cannot be maintained. They have been advised not to touch their face whilst on public transport and to use hand sanitiser as soon as they exit transport and to follow the <a href="#">Coronavirus (COVID-19): safer travel guidance for passengers</a>.</li> <li>Arrangements have been made with transport providers to cater for any changes to start and finish times</li> <li>Transport providers have shared their COVID-19 safety measures and confirmed their members of staff will not work if they or a member of their household are displaying any symptoms of coronavirus</li> <li>We have confirmed, as far as possible, that our transport providers follow hygiene rules and try to keep distance from their passengers</li> <li>We have confirmed, as far as possible, that our transport providers are taking appropriate actions to reduce risk if hygiene rules and social distancing is not possible, e.g. when transporting children and young people with complex needs who need support to access the vehicle or fasten seatbelts</li> </ul>	E	Implemented	H	L	Actioned Autumn 2020 & Spring 2021	1Ongoing



<p><b>Protecting staff most at risk of contracting COVID-19</b></p>	<p>Shielded and clinically vulnerable members of staff</p>	<ul style="list-style-type: none"> <li>• Education staff, who have been classified as clinically extremely vulnerable to COVID-19, because they fall into one of the groups below, must be 'shielded' and are not to attend site. They must remain working from home.             <ol style="list-style-type: none"> <li>1. Solid organ transplant recipients.</li> <li>2. People with specific cancers:                 <ol style="list-style-type: none"> <li>a. people with cancer who are undergoing active chemotherapy</li> <li>b. people with lung cancer who are undergoing radical radiotherapy</li> <li>c. people with cancers of the blood or bone marrow such as leukaemia, lymphoma or myeloma who are at any stage of treatment</li> <li>d. people having immunotherapy or other continuing antibody treatments for cancer</li> <li>e. people having other targeted cancer treatments which can affect the immune system, such as protein kinase inhibitors or PARP inhibitors</li> <li>f. people who have had bone marrow or stem cell transplants in the last 6 months, or who are still taking immunosuppression drugs</li> </ol> </li> <li>3. People with severe respiratory conditions including all cystic fibrosis, severe asthma and severe chronic obstructive pulmonary (COPD).</li> <li>4. People with rare diseases that significantly increase the risk of infections (such as SCID, homozygous sickle cell).</li> <li>5. People on immunosuppression therapies enough to significantly increase risk of infection.</li> <li>6. Women who are pregnant with significant heart disease, congenital or acquired.</li> </ol> </li> <li>• Education staff who are classified as clinically vulnerable (but not clinically extremely vulnerable), who are at higher risk of severe illness from coronavirus should support remote education, by carrying out lesson planning or other roles which can be done from home.</li> <li>• If clinically vulnerable (but not clinically extremely vulnerable) individuals cannot work from home, they will be offered the safest available on-site roles, staying 2 metres away from others wherever possible.</li> <li>• If clinically vulnerable (but not clinically extremely vulnerable) individuals choose to take on a role that does not allow for social distancing to be strictly observed, an individual risk assessment will be carried out with the member of staff and it will be discuss with them whether this involves an acceptable level of risk.</li> </ul>	<p>E</p>	<p>Implemented already</p>	<p>H</p>	<p>L</p>	<p>Monitoring</p>	<p>Ongoing</p>
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HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					
			EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
<p><b>Consider:</b> premises work, equipment, specific tasks etc.</p>	<p><b>People at risk</b></p>	<p><b>Control By:</b> guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.</p>						
<p><b>Protecting pupils/students most at risk of contracting COVID-19</b></p>	<p>Shielded and clinically vulnerable children and Young People</p>	<ul style="list-style-type: none"> <li>• Children and young people, who have been classified as clinically extremely vulnerable to COVID-19, because they fall into one of the groups below, must be 'shielded' and are not to attend school. They are to remain at home and receive remote education.               <ol style="list-style-type: none"> <li>1. Solid organ transplant recipients.</li> <li>2. Those with specific cancers:                   <ol style="list-style-type: none"> <li>a. people with cancer who are undergoing active chemotherapy</li> <li>b. people with lung cancer who are undergoing radical radiotherapy</li> <li>c. people with cancers of the blood or bone marrow such as leukaemia, lymphoma or myeloma who are at any stage of treatment</li> <li>d. people having immunotherapy or other continuing antibody treatments for cancer</li> <li>e. people having other targeted cancer treatments which can affect the immune system, such as protein kinase inhibitors or PARP inhibitors</li> <li>f. people who have had bone marrow or stem cell transplants in the last 6 months, or who are still taking immunosuppression drugs</li> </ol> </li> <li>3. People with severe respiratory conditions including all cystic fibrosis, severe asthma and severe chronic obstructive pulmonary (COPD).</li> <li>4. People with rare diseases that significantly increase the risk of infections (such as SCID, homozygous sickle cell).</li> <li>5. People on immunosuppression therapies enough to significantly increase risk of infection.</li> <li>6. Women who are pregnant with significant heart disease, congenital or acquired.</li> </ol> </li> <li>• The parents of clinically vulnerable (but not clinically extremely vulnerable) children, who are at a higher risk of severe illness from coronavirus, are responsible for</li> </ul>	<p>P</p>	<p>Implemente d</p>	<p>H</p>	<p>L</p>	<p>Autumn 2020 &amp; Spring 2021</p>	<p>Ongoing</p>



HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					
			EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.						
		following medical advice and communicating this advice to schools, whether it be that their child must remain at home or they can attend school and the specific preventative measures that would need to be in place. An individual risk assessment will be carried out for these pupils.						
<b>Preventing the spread of COVID-19 by those living with shielded or clinically vulnerable people</b>	Staff, Pupils, Parents, visitors, contractors	<ul style="list-style-type: none"> <li>If a child/young person or a member of staff lives with someone who is clinically vulnerable (but not clinically extremely vulnerable), including those who are pregnant, they will be able to attend site, provided that all social distancing and hygiene protective measures are in place.</li> <li>If a child/young person or staff member lives in a household with someone who is extremely clinically vulnerable, they shall only attend work or education if stringent social distancing can be adhered to. An individual risk assessment on the child and their specific home circumstances will be carried out to help determine this.</li> <li>If children/young people do not have the capacity to understand and adhere to instructions on social distancing and hygiene they will not be able to attend and will instead be supported to learn or work at home. An individual risk assessment for these groups will be carried out to ascertain their suitability to attend school.</li> </ul>	E	Implemen ted	H	L	Autumn 2020/Sprin g 2021	Ongoing



HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					
			EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
<b>Consider:</b> premises work, equipment, specific tasks etc.	<b>People at risk</b>	<b>Control By:</b> guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.						
<b>Use of PPE as a protective measure</b>	Staff and pupils	<ul style="list-style-type: none"> <li>Staff will not need to wear eye protection, face coverings or face masks as a preventative measure, except in situations where they would normally wear such items.</li> <li>Changing habits, cleaning and hygiene are still the most effective measures in controlling the spread of the virus. (Masks and face coverings can lead to a false sense of security; they can be used and fitted incorrectly: they can easily be contaminated through touch and increase the potential for transmission of the virus; they have a lifespan that is quickly exceeded and supplies are in high demand by those in sectors of the community that really need them).</li> <li>Children, young people and students whose care routinely already involves the use of PPE by staff due to their intimate care needs, will continue to receive their care in the same way</li> <li>if a child, young person or other learner becomes unwell with symptoms of coronavirus and needs direct personal care until they can return home, a fluid-resistant surgical face mask (FFP3, FFP2 or N95) should be worn by the supervising adult, if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then disposable gloves and a disposable apron should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection (e.g. goggles or a face shield) will also be worn</li> </ul>	E	Implemente d	H	M	Autumn 2020/ Spring 2021	Ongoing
<b>Ensuring that plans for the safe return to school are communicated effectively</b>	Staff, Pupils, Parents, visitors, contractors	<ul style="list-style-type: none"> <li>It has been explicitly communicated to staff, children/young people, parents, carers or any visitors, such as suppliers, not to come on site if they are displaying any symptoms of coronavirus (following the <a href="#">COVID-19: guidance for households with possible coronavirus infection</a>)</li> </ul>	E				Autumn 2020 Covid Protocol Spring 2021	Ongoing





HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					
			EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
<p><b>Consider:</b> premises work, equipment, specific tasks etc.</p>	<p><b>People at risk</b></p>	<p><b>Control By:</b> guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.</p>						
		<ul style="list-style-type: none"> <li>Parents have been informed that if their child needs to be accompanied to the education or childcare setting, only one parent should attend</li> <li>Parents and young people have been informed of their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use)</li> <li>It has been made explicit to parents that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which will be conducted safely)</li> <li>Parents and children have been encouraged to use education resources such as <a href="#">e-bug</a> and <a href="#">PHE schools resources</a> to learn about coronavirus safety in a fun and child accessible way.</li> <li>The school will be using the e-bug and PHE school websites to induct children when reoccupying the school</li> <li>Recommendations have been made to parents and young people on transport to and from school (including avoiding peak times) and they have been referred to <a href="#">Coronavirus (COVID-19): safer travel guidance for passengers</a></li> <li>Staff have been informed about the plans (for example, safety measures, timetable changes and staggered arrival and departure times), including discussing whether training would be helpful</li> <li>Contractors and suppliers have been contacted to ensure they can support the school's plans for opening, e.g. maintenance, cleaning, catering, food supplies, hygiene suppliers</li> <li>It has been discussed and agreed with cleaning contractors/staff the additional cleaning requirements and the additional hours to allow for this</li> <li>Children/young people will be encouraged to learn and practise good social distancing and hygiene habits through games, songs and repetition.</li> </ul>	E			M	Autumn 2020 Spring 2021	Ongoing




HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					
			EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.						
<b>Someone becoming unwell at a school or education setting</b>	Staff, Pupils, Parents, visitors, contractors	<ul style="list-style-type: none"> <li>• If anyone becomes unwell with a new, continuous cough or a high temperature, they will be sent home and advised to follow the <a href="#">COVID-19: guidance for households with possible coronavirus infection</a> .</li> <li>• If a child is awaiting collection, they will be moved to a room where they can be isolated behind a closed door with appropriate ventilation and adult supervision if required. The room will have a vision panel and a clear line of site to ensure child safeguarding.</li> <li>• If it is not possible to isolate them, they will be moved to an area which is at least 2 metres away from other people or temporary screens erected.</li> <li>• If they need to go to the bathroom while waiting to be collected, they will use a separate bathroom if possible. Before being used by anyone else, the bathroom will be cleaned and disinfected following the cleaning procedures already outlined in this risk assessment.</li> <li>• PPE will be worn by staff caring for the child while they await collection, if a distance of two metres cannot be maintained (such as for a very young child or a child with complex needs).</li> <li>• In an emergency, the school will call 999 if they are seriously ill or injured or their life is at risk.</li> <li>• If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they will not need to go home unless they develop symptoms themselves (in which case, testing is available) or the child subsequently tests positive.</li> <li>• Staff have been advised to wash their hands thoroughly for 20 seconds after any contact with someone who is unwell.</li> </ul>	P	Implement	H	M	Autumn 2020/Sprin g 2021	Ongoing



HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					
			EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
<p><b>Consider:</b> premises work, equipment, specific tasks etc.</p>	<p><b>People at risk</b></p>	<p><b>Control By:</b> guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.</p>						
<p><b>Confirmed case of coronavirus in a school or education setting</b></p>	<p>staff, pupils, parents, visitors &amp; contractors</p>	<ul style="list-style-type: none"> <li>• Contact with anyone displaying COVID-19 symptoms or individuals who are generally unwell will be avoided by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend site.</li> <li>• When a child, young person or staff member develops symptoms compatible with coronavirus, they will be sent home and advised to self-isolate for 7 days and their fellow household members to self-isolate for 14 days.</li> <li>• All staff and pupils/students who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus and are encouraged to get tested in this scenario.</li> <li>• If a child/young person or staff member tests negative, they can return to school and their fellow household members can end their self-isolation.</li> <li>• If a child/young person or staff member tests positive, the rest of their class at school be sent home and advised to self-isolate for 14 days. The other household members of that wider class or group do not need to self-isolate unless the child/young person or staff member they live with in that group subsequently develops symptoms.</li> <li>• As part of the national test and trace programme, if other cases are detected within the cohort or in the wider setting, Public Health England's local health protection teams will conduct a rapid investigation and will advise schools and other settings on the most appropriate action to take.</li> <li>• If necessary, it may be necessary for the whole class, year group or school to self-isolate at home as a precautionary measure.</li> </ul>	E		H	H	Autumn 2020/Spring 2021	Ongoing



HAZARD	AT RISK	CONTROL MEASURES		PROBABILITY WORST CASE OUTCOME				
				EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.						
Signed:  Name:	  Miss Harte	Assessment Date: 20.01.2021	Further action required: N	Action Review Date(s):  Next Review Date:22.02.2021				

## Covid-19 Checklist and Risk Assessment for Individual Members of Staff

### Step 1

The checklist should be completed first: this will help you to identify any hazards to members of staff that are vulnerable and at a heightened level of risk. For each point, consider whether it is part of their work and if so, how it may affect them personally. Their work may affect others, and this should also be considered.



**Step 2**

Where you have answered YES in the checklist and identified there is a hazard and assessed the risk to the worker by determining existing controls/further action required, enter this onto the risk assessment pro forma.

You will then be able to put any control measures in place to eliminate the risk or reduce it to an acceptable level for the individual member of staff.

**Note**

This checklist is not exhaustive: other issues with the worker's work conditions/place may need to be considered. The risk assessment should be reviewed on a regular basis throughout the employment and any necessary control measures put in place.

<b>Employee's name:</b>		<b>Date:</b>	
<b>Job title:</b>		<b>Line Manager's Name:</b>	
<b>Form completed by:</b>			

<b>Any known recommendations made by Doctor and/or Occupational Health Specialist:</b>

Covid-19 exposure	Yes/No	Existing control/Further Action Required
<i>If the answer to any question is Yes, then identify the additional control measures introduced to mitigate the risk.</i>		
1	<2m distancing: Are employees required to carry out work in breach of 2 metre social distancing from both work colleagues and non-employees <b>No</b>	
2	Contaminated surfaces: Does the work involve touching surfaces that are potentially contaminated <b>P</b>	Cleaning procedures
3	Inadequate welfare facilities: Are welfare facilities inadequate to facilitate regular handwashing e.g. lack of number of facilities or lack of soap and hot water <b>No</b>	
4	Pre-existing chronic conditions: Does the employee have any known pre-existing chronic condition (listed below) that may make them more vulnerable if exposed to the covid-19 virus <b>No</b>	
5	Increased vulnerability: Has the employee expressed concern about any other condition which they feel would make them more vulnerable e.g. asthma <b>No</b>	
6	High risk work environment: Is there a higher risk of infection due to the work environment <b>No</b>	
7	High risk of infection: Is there a higher risk of infection due to the geographic location e.g. those areas with high infection rates <b>No</b>	

## Risk

The level of risk will depend on:

- the work environment
- the type of work carried out
- the distance that can be maintained between the employee and any possible source of infection
- the level of hand cleaning regime in place
- the level of information provided
- the effectiveness of existing controls that are in place

In some cases, staff may be more vulnerable to infection because of age (70 and over) or an existing condition such as:

- chronic (long-term) respiratory diseases, such as asthma, chronic obstructive pulmonary disease (COPD), emphysema or bronchitis
- chronic heart disease, such as heart failure
- chronic kidney disease
- chronic liver disease, such as hepatitis
- chronic neurological conditions, such as Parkinson's disease, motor neurone disease, multiple sclerosis (MS), a learning disability or cerebral palsy
- diabetes
- problems with your spleen - for example, sickle cell disease or if you have had your spleen removed
- a weakened immune system as the result of conditions such as HIV, or medicines such as steroid tablets or chemotherapy
- being seriously overweight (a BMI of 40 or above)

## How to minimise the Risk

When assessing the infection risks to staff the following controls should be considered:

Avoid contact with possible sources of infection by:

- Avoiding having to work in areas where there is a known covid-19 sufferer where possible
- always ensure safe distance (2 metres) is maintained between individuals (this includes welfare areas), if not possible for certain activities then minimise time spent in closer proximity
- wearing gloves, where practicable, to prevent contact with potentially contaminated surfaces
- ensure employees have the facilities to carry out regular hand washing using soap and water for 20 seconds or hand sanitiser
- provide employees information about the symptoms and the control measures required
- provide employees with the correct PPE
- employees to report situations which they feel may have exposed them to the virus

If a person is aged 70 or over or suffering from any of the chronic conditions as described, then they should have been advised to shield and stay/work at home.

If an employee has expressed concern about any other condition which they may feel could make them vulnerable. Follow government advice regarding the condition and take into consideration the mental well-being of the individual when implementing control measures.

Any other issues	Further Action Required

If a risk has been identified, indicate below the action to be taken to remove the hazard or reduce the risk.

## INDIVIDUAL WORKER'S RISK ASSESSMENT

<b>Employee's name:</b>		<b>Service/Site:</b>		<b>Assessors:</b>	
<b>Date:</b>		<b>Line Manager:</b>		<b>Review Date:</b>	

Source of Hazard	Persons Affected	Control measures in place now	Still high risk?	Still medium risk?	Still low risk?	Further action required, by whom, timescale or reference to other assessments

Signed by Line Manager.....

Signed by employee.....



## Covid-19 Risk Assessment for Individual pupils/students

This Risk Assessment should be completed for pupils/students that are vulnerable and at a heightened level of risk from COVID-19, to determine whether they can be safely admitted and educated in school or would be safer remaining at home and being Remotely educated.

<b>Introduction</b>		
<p>Children and young people with significant underlying medical conditions, must remain 'Shielded' and stay at home (those that are clinically extremely vulnerable) or must remain at home if social distancing and clinical hygiene measures cannot be strictly adhered to in the educational setting (those that are clinically vulnerable but not 'extremely' critically vulnerable). It is likely that in most cases, education provision leaders and parent(s)/ carer(s) will agree about where the child is safer, therefore removing the need to complete a written risk assessment. However, in some settings where children and young people have the most complex needs, a risk assessment will be necessary to make such decisions.</p>		
<b>Reason for completing this risk assessment</b>		
<p>Schools and settings are being asked to complete this risk assessment if they have concerns regarding their health needs or safeguarding risks. You can use the boxes below to help aid the thoughts and decisions of both the parent(s)/carers(s) and setting.</p>		
<p>Please add Yes/No in the boxes below to show the reason for completing this risk assessment.</p>		
<p><b>1. Education provision leaders believe the pupil or student is safer at school, but the parent (s)/ carer (s) believe their child is safer at home</b></p> <p>This would include, but not be limited to children who have a social worker include children in need, children who have a child protection plan and those who are looked after by the local authority. <b>If the child has a social worker and education provision leader and social worker believe they are safer at school, but the parent (s)/ carer (s) believe their child is safer at home, leaders should complete Part A: health risk assessment <u>and</u> Part B: safeguarding risk assessment. They should then share this risk document with the child's social worker.</b></p>	<p>&lt;Insert Yes/No&gt;</p>	
<p><b>2. Education provision leaders believe the pupil or student is safer at home, but the parent (s)/ carer (s) believe their child is safer at the education provision</b></p> <p>School leaders should complete Part A: Heath Risk Assessment. It is likely education provision leaders will complete this with support from an educational health professional, such as a school nurse.</p>	<p>&lt;Insert Yes/No&gt;</p>	
<p><b>3. Education provision leaders and the parent(s)/carer(s) believe their child is safer at home</b></p> <p>If the child does not have a social worker, education provision leaders are likely to support the parent/carers' decision that the child is safer at home. <b>Leaders may have some lower level safeguarding concerns and choose to monitor the situation, and where necessary make a request for a service (FORS) via the Portal. School leaders should complete Part B: Safeguarding Risk Assessment.</b></p>	<p>&lt;Insert Yes/No&gt;</p>	
<b>Student Details</b>		
Name of pupil:	DOB:	Education provision:
Does the pupil or student have an EHC plan? <Yes/no>	Does the pupil or student have a social worker? <Yes/no>	Do parent (s)/ carer (s) believe the pupil or student is safer at the educational provision or at home? <School/home>



<b>Part A: Health Risk Assessment</b>			
Does the YP have significant underlying health needs? <YES>/<NO>			
Is the YP able to adopt self-care hygiene strategies as defined by Public Health England? <YES>/<NO>			
Does the YP need 'hand-to-hand' contact to access provision or require intimate care/physical support? <YES>/<NO>			
	<b>The child or young person's specific health needs?</b>	<b>COVID 19 risk to pupil/student</b>	<b>Control Measures</b>
<b>1. Health risk</b>			
	<b>Aggressive or non-aggressive behaviour that causes increased risk to pupil/student and others.</b>	<b>COVID 19 risk to pupil/student and others</b>	<b>Control Measures</b>
<b>2. Behaviour which impacts health risk</b>	<i>For example:</i> <ul style="list-style-type: none"> <li>• Urinating, defecating outside of toilet</li> <li>• Playing with bodily fluids or spitting at others</li> <li>• Mouthing equipment</li> <li>• Licking</li> <li>• Proximity to others faces</li> <li>• Scratching</li> <li>• Biting</li> </ul>		
	<b>Vital needs that cannot be met within the home setting.</b>	<b>COVID 19 risk to pupil/student and others</b>	<b>Control Measures</b>
<b>3. Meeting needs</b>			
<b>Part A2: Health Risk Conclusion</b>			
<b>Family Conclusion:</b>			



<b>Education provision leader conclusion:</b>	
<b>Health care professional conclusion:</b>	
<b>Social worker conclusion:</b>	
<b>Education Professional conclusion (e.g. Educational Psychologist, Inclusion Partner, Sensory Team etc)</b>	
<b>Conclusion of health risk assessment:</b> <i>&lt;The pupil or student is safer at the education provision&gt;/ &lt;The pupil or student is safer at home&gt;</i>	



<b>Part B: Safeguarding Risk Assessment</b>		
Ability of families to provide care to young people and to keep them safe Is the home equipped to meet the needs of the YP? <YES>/<NO> Are there potential safeguarding concerns of this CYP? <YES>/<NO>		
<b>Specific safeguarding needs</b>	<b>Safeguarding risk if at home for four weeks or more</b>	<b>Control Measures</b>
	<i>For example:            Danger to themselves if at home?            Danger to their family if at home?            Danger to the community if at home?</i>	
<b>Part B2: Safeguarding Risk Conclusion</b>		
<b>Family Conclusion:</b>		
<b>Education provision leader conclusion:</b>		
<b>Health care professional conclusion:</b>		
<b>Social worker conclusion:</b>		
<b>Education Professional conclusion (e.g. Educational Psychologist, Inclusion Partner, Sensory Team etc)</b>		
<b>Conclusion of health risk assessment:</b> <The pupil or student is safer at the education provision>/ <The pupil or student is safer at home>		



## Part C: Decisions

At this point, there should be consideration given to whether the child's parent is a critical worker: <insert>

### Family Conclusion:

**Conclusion of health risk assessment:** <The pupil or student is safer at the education provision>/<The pupil or student is safer at home>/<not completed>

**Conclusion of safeguarding risk assessment:** <The pupil or student is safer at the education provision>/<The pupil or student is safer at home>/<not completed>

### Education provision leader conclusion:

**Conclusion of health risk assessment:** <The pupil or student is safer at the education provision>/<The pupil or student is safer at home>/<not completed>

**Conclusion of safeguarding risk assessment:** <The pupil or student is safer at the education provision>/<The pupil or student is safer at home>/<not completed>

### Health care professional conclusion:

**Conclusion of health risk assessment:** <The pupil or student is safer at the education provision>/<The pupil or student is safer at home>/<not completed>

**Conclusion of safeguarding risk assessment:** <The pupil or student is safer at the education provision>/<The pupil or student is safer at home>/<not completed>

### Social worker conclusion:

**Conclusion of health risk assessment:** <The pupil or student is safer at the education provision>/<The pupil or student is safer at home>/<not completed>

**Conclusion of safeguarding risk assessment:** <The pupil or student is safer at the education provision>/<The pupil or student is safer at home>/<not completed>

### Education professional conclusion:

**Conclusion of health risk assessment:** <The pupil or student is safer at the education provision>/<The pupil or student is safer at home>/<not completed>

**Conclusion of safeguarding risk assessment:** <The pupil or student is safer at the education provision>/<The pupil or student is safer at home>/<not completed>

**Overall conclusion:** <The pupil or student is safer at the education provision>/<The pupil or student is safer at home>



<b>Part D: Monitoring and Liaison Arrangements while the child is at home</b>			
<b>Monitoring arrangements while child is at home:</b> <daily>/<weekly>/<fortnightly>/<monthly>/other (specify)>			
<b>Liaison plan while child is at home:</b> <i>Please give details of the safeguarding arrangements while the child is at home.</i>			
<b>Risk assessment completed by (signature)</b>	<b>Name</b>	<b>Job title</b>	<b>Date</b>
<b>Risk assessment quality assured by (Headteacher signature) (Required when a health and safeguarding risk assessment has been completed)</b>	<b>Name</b>		<b>Date</b>
<b>Risk Assessment Review date (This may be a suitable date of review, coupled with a commitment to review considering new information):</b>			<b>Date</b>