

General Covid-19 Risk Assessment (amend as appropriate)

Service Director: Janet King (line manager Ian Moss)	Section: Corporate H&S Service	Assessment Ref: Schools Covid-19 RA for Schools v5
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Site/Location of Task:

This guidance explains the actions school leaders should take to manage coronavirus (COVID-19) in their school.

This includes public health advice, endorsed by the United Kingdom Health Security Agency (UKHSA).

It is for leaders and staff in all schools in England, including:

- primary schools
- secondary schools (including sixth forms)
- special schools, special post-16 providers and alternative provision
- 16 to 19 academies
- infant, junior, middle, upper schools
- boarding schools

It is expected for independent school to follow the control measures set out in this guidance in the same way as state-funded schools, and health and safety legislation applies equally to independent schools.

Where this guidance refers to schools, that does not include maintained nursery schools or pre-reception classes. Separate guidance is available for:

- [early years and childcare settings](#)
- [further education colleges and providers](#)

Additional operational guidance is also available for [special schools, special post-16 providers and alternative provision](#). Schools and trusts should work closely with parents and carers (future references to parents should be read as including carers), staff and unions when agreeing the best approaches for their circumstances.

The terms “must” and “should” are used throughout the guidance. The term “must” is used when the person in question is legally required to do something and “should” when the advice sets out what should be followed unless there is good reason not to.

Full government guidance can be found on Gov.UK [Actions for Schools during Coronavirus Outbreak](#) and should be read alongside this risk assessment

(standard Risk Assessments should continue to be referred to for all non-Covid-19 risks)

Assessor's Name	Assessor's Signature	Assessment Date
Caroline James		22 nd March 2022

The government continues to manage the risk of serious illness from the spread of coronavirus and will continue to update its guidance on GOV.UK accordingly, therefore all managers and head teachers should ensure they review this information regularly to ensure they are aware of and complying with the latest guidance.

As COVID-19 becomes a virus that we learn to live with, there is now an imperative to reduce the disruption to children and young people's education - particularly given that the direct clinical risks to children are extremely low, and every adult has been offered a first vaccine and the opportunity for two doses by mid-September.

The Government's priority is for schools to deliver face-to-face, high quality education to all pupils. The evidence is clear that being out of education causes significant harm to educational attainment, life chances, mental and physical health and the Government has worked closely with the Department of Health and Social Care (DHSC) and Public Health England (PHE) to revise their guidance.

Risk assessment

Schools must comply with health and safety law and put in place proportionate control measures.

They must regularly review and update their risk assessments - treating them as 'living documents', as the circumstances in your school and the public health advice changes.

This includes having active arrangements in place to monitor whether the controls are effective and working as planned.

Schools should ensure that they implement sensible and proportionate control measures which follow the health and safety hierarchy of controls to reduce the risk to the lowest reasonably practicable level.

Settings should also review and update their wider risk assessments and consider the need for relevant revised controls in respect of their conventional risk profile.

Coronavirus (COVID-19) Specific Risk Assessment

Everyone needs to assess and manage the risks from coronavirus (COVID-19). This means school employers and leaders are required by law to think about the risks the staff and pupils face and do everything reasonably practicable to minimise them, recognising they cannot completely eliminate the risk of coronavirus (COVID-19). School employers must therefore make sure that a risk assessment has been undertaken to identify the measures needed to reduce the risks from coronavirus (COVID-19) so far as is reasonably practicable. General information on how to make a workplace COVID-secure, including how to approach a coronavirus (COVID-19) risk assessment, is provided by the [HSE guidance on working safely](#).

Schools should undertake a coronavirus (COVID-19) risk assessment. This risk assessment example may be used as guidance towards this but it must be carefully reviewed by schools to make it specific to their site. A risk assessment is not about creating huge amounts of paperwork, but rather about identifying sensible measures to control the risks in the workplace, and the role of others in supporting that. The risk assessment will help school leaders and employers decide whether they have done everything they need to

Employers have a legal duty to consult their employees on health and safety in good time. It also makes good sense to involve pupils (where applicable) and parents in discussions around health and safety decisions to help them understand the reasons for the measures being put in place. Employers can do this by listening and talking to them about how the school will manage risks from coronavirus (COVID-19) and make the school COVID-secure. The people who do the work are often the best people to understand the risks in the workplace and will have a view on how to work safely. Involving them in making decisions shows that the school takes their health and safety seriously.

Sharing your risk assessment

Schools should share the results of their risk assessment with their workforce. If possible, they should consider publishing it on their website to provide transparency of approach to parents, carers and pupils (HSE would expect all employers with over 50 staff to do so).

Monitoring and review of risk controls

It is important that employers know how effective their risk controls are. They should monitor and review the preventive and protective measures regularly, to ensure the measures are working, and taking action to address any shortfalls.

Stepping Measures up and down

You should have outbreak management plans outlining how you would operate if there were an outbreak in your school or local area.

Given the detrimental impact that restrictions on education can have on children and young people, any measures in schools should only ever be considered as a last resort, kept to the minimum number of schools or groups possible, and for the shortest amount of time possible.

If you have a query about coronavirus (COVID-19) relating to schools and other educational establishments, and children's social care, in England contact the DfE helpline on 0800 046 8687 and selecting option 1 for advice on the action to take in response to a positive case.

The contingency framework describes the principles of managing local outbreaks of COVID-19 in education and childcare settings. Local authorities, directors of public health (DsPH) and PHE health protection teams (HPTs) can recommend measures described in the contingency framework in individual education and childcare settings – or a small cluster of settings – as part of their outbreak management responsibilities

No.	Hazard (H) Description Briefly describe how the hazard could be realised, i.e. describe the potential accident. Include a description of the reasonably foreseeable injury	H 1-5	Control Measures - Likelihood (L) Factors Detail the following - Existing controls (Do they work?); Consider Safe Working Procedures (SWP), frequency; environmental factors; previous hazardous events; accident statistics etc.	L 1-6	Risk = HxL	Further action / control req'd? Y/N
01	General Risks of Covid-19 (Coronavirus) Risk of exposure to disease through contact with others and/or touching contaminated surfaces	3	The government has published guidance Living with COVID-19 . This means: <ul style="list-style-type: none"> You will not be legally required to self-isolate if you test positive for COVID-19. Stay at home if you can and avoid contact with other people. You will not have to take daily tests or be legally required to self-isolate following contact with someone who has tested positive for COVID-19. For full government guidance please see GOV.UK - Coronavirus (COVID-19) guidance If there is an outbreak in your school, or if government guidance changes due to a rise in cases, either locally or nationally, a director of public health might advise that face coverings should temporarily be worn in communal areas or classrooms (by pupils, staff and visitors, unless exempt).	2	6 Low	For Government Guidance see; Covid-19 Schools Operational Guidance - Feb 2022 For further SCC guidance visit; Young Southampton Schools Guidance Young Southampton Coronavirus Microsite Although the legal requirement to self-isolate has been removed, employees who suspect they may have covid or who have tested positive for Covid should check with their line manager before attending their place of work.
02	High Risk Employees – Assessment of staff who may be considered at higher risk if they contract coronavirus.	5	As data becomes available it is recognised that some people may be more at risk if they contract Covid-19 than others and therefore it is important for managers to consider this and where appropriate carry out a risk assessment to ensure all employees safety is met. If someone has been identified as clinically extremely vulnerable (CEV) they are no longer advised to shield, however, they should continue to take extra precautions to protect themselves. It is important that they continue to keep their social interactions low and try to limit the amount of time spent in settings where they may be at increased risk.	3	15 High	Line managers must carry out a specific risk assessment for all employees considered to be vulnerable, and where appropriate support them to work from home or in a role with less risks, seeking further guidance from HR if necessary. Staff to advise line manager of any concerns they may have

			<p>Those who this applies to will previously have received a letter from the NHS or their GP advising them. Carrying out a Covid-19 Employee Risk Assessment is essential for members of staff who fall into this category.</p> <p>Further information is available on the intranet Young Southampton Coronavirus Microsite including links to a questionnaire to assess an employee's vulnerability and a specific risk assessment to assess the risks and implement suitable controls as appropriate.</p>			with regards to returning to work.
03	High Risk Pupils – Pupils who may be considered at higher risk if they contract coronavirus.	5	<p>All CEV children and young people should attend their education setting unless they are one of the very small number of children and young people under paediatric or other specialist care who have been advised by their GP or clinician not to attend.</p> <p>Further information is available in the guidance on supporting pupils at school with medical conditions.</p>	3	15 High	
04	<u>Pupil's attendance at school if they have symptoms</u>	3	<p>In most cases, parents and carers will agree that a pupil with symptoms should not attend the school, given the potential risk to others.</p> <p>If a parent or carer insists on a pupil attending your school, you can take the decision to refuse the pupil if, in your reasonable judgement, it is necessary to protect other pupils and staff from possible infection with COVID-19.</p>	3	9 Med	Your decision would need to be carefully considered in light of all the circumstances and current public health advice.
05	<u>Exposure to Covid-19 through Work</u> Contraction of Covid-19 in the workplace.	3	<p>Managers must consider whether there is reasonable evidence that any reported cases of COVID-19 are resultant of occupational exposures.</p> <p>Where there is reasonable evidence that any reported case of Covid-19 is resultant of occupational exposure, this should be reported on HSMS, where it will be considered against RIDDOR guidance issued by the HSE.</p> <p><i>You must only make a report under RIDDOR (The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) when:</i></p> <ul style="list-style-type: none"> <i>an unintended incident at work has led to someone's possible or actual exposure to coronavirus. This must be reported as a dangerous occurrence.</i> 	2	6 Low	<p><i>A report under RIDDOR (The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) should only be made when:</i></p> <ul style="list-style-type: none"> <i>an unintended incident at work has led to someone's possible or actual exposure to coronavirus. This must be reported as a dangerous occurrence.</i> <i>a worker has been diagnosed as having COVID</i>

			<ul style="list-style-type: none"> a worker has been diagnosed as having COVID 19 and there is reasonable evidence that it was caused by exposure at work. This must be reported as a case of disease. a worker dies as a result of occupational exposure to coronavirus. 			<p>19 and there is reasonable evidence that it was caused by exposure at work. This must be reported as a case of disease.</p> <ul style="list-style-type: none"> a worker dies as a result of occupational exposure to coronavirus. <p>RIDDOR reporting of COVID-19</p>
06	<p><u>First Aiders</u> Risk of contracting Covid-19 from close contact with others when providing First Aid</p>	3	<p><u>Covid-19: advice for first aiders</u></p> <ul style="list-style-type: none"> Be aware of the risks to yourself and others <ul style="list-style-type: none"> When approaching a casualty there is always a risk of cross contamination – especially when you may have to get close to the casualty to assess what is wrong or to check their breathing. It is always important to be aware of the risks of how this cross contamination has occurred. According to NHS 111 we do not know exactly how coronavirus spreads from person to person but similar viruses are spread in cough droplets. Keep yourself safe <ul style="list-style-type: none"> In line with government advice, make sure you wash your hands or use an alcohol gel, before and after treating a casualty also ensure that you don't cough or sneeze over a casualty when you are treating them. The Resuscitation Council (UK) provides some useful advice of how to keep yourself safe when providing CPR. Don't lose sight of other cross contamination that could occur that isn't related to COVID-19. Wear face masks if possible where close contact cannot be avoided when treating someone Wear gloves or cover hands when dealing with open wounds Cover cuts and grazes on your hands with waterproof dressing Dispose of all waste safely Do not touch a wound with your bare hand Do not touch any part of a dressing that will come in contact with a wound. Give early treatment <ul style="list-style-type: none"> The vast majority of incidents do not involve you getting close to a casualty where you would come into contact with cough droplets. Sensible 	2	6 Low	

			<p>precautions will ensure you are able to treat a casualty effectively.</p> <ul style="list-style-type: none"> • Keep yourself informed and updated <ul style="list-style-type: none"> ○ As this is a new disease this is an ever-changing situation and the government and NHS are continually updating their advice. Make sure that you regularly review the NHS 111 or Gov.uk website which has a specific section on Coronavirus. ○ Click here to visit NHS 111 ○ Click here to visit Gov.uk ○ Click here to visit Resuscitation Council • Remember your own needs <ul style="list-style-type: none"> ○ These are challenging and uncertain times for all. The COVID-19 outbreak has meant a lot of upheaval and worry for people. In order to help others you will also need to look after your own needs. Make sure you take time to talk about your fears and concerns with someone you trust and to take out time to look after yourself. 			<p>Refer to NHS – Testing for Covid-19 guidance towards ensuring you comply with current government advice regarding testing for Coronavirus.</p>
07	<u>Contractors and other Visitors</u>	3	<p>Contractors and other visitors to the school must be made aware of the school's control measures and ways of working and agree to adopt them whilst on the premises</p>	1	Low 3	
08	<u>General Office</u> General risk of exposure to disease through contact with others and/or touching contaminated surfaces due to limited space and shared equipment	3	<p>DSE – Use the same desk each time where possible.</p> <p>it is recommended that workstations and equipment are wiped with antibacterial wipes between uses by different individuals, this includes the desk surface, keyboard, mouse and telephone handset and buttons, including mouth and ear pieces.</p>	1	Low 3	
09	<u>Ventilation</u>	3	<p>Keep occupied spaces well ventilated when your school is in operation, it is important to ensure it is well ventilated and that a comfortable teaching environment is maintained.</p> <p>You should identify any poorly ventilated spaces as part of your risk assessment and take steps to improve fresh air flow in these areas, giving particular consideration when holding events where visitors such as parents are on site, for example school plays.</p> <p>Mechanical ventilation is a system that uses a fan to draw fresh air, or extract air from a room. These should be adjusted to increase the ventilation rate wherever possible and checked to confirm that normal operation meets current guidance</p>	2	6 Low	<p>The Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak and CIBSE COVID-19 advice provides more information.</p> <p>DfE is working with the Scientific Advisory Group for Emergencies (SAGE) and NHS England on a pilot project to measure CO2 levels in classrooms and</p>

			<p>and that only fresh outside air is circulated.</p> <p>If possible, systems should be adjusted to full fresh air or, if this is not possible, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply.</p> <p>Where mechanical ventilation systems exist, you should ensure that they are maintained in accordance with the manufacturers' recommendations.</p> <p>Opening external windows can improve natural ventilation, and in addition, opening internal doors can also assist with creating a throughput of air.</p> <p>If necessary, external opening doors may also be used (if they are <u>not fire doors</u> and where safe to do so).</p> <p>You should balance the need for increased ventilation while maintaining a comfortable temperature.</p>			<p>exploring options to help improve ventilation in settings where needed</p> <p>Fire doors ARE NOT to be propped open to increase air flow. Only fire doors, which are electronically or magnetically controlled and linked to the fire alarm system so that they close automatically on the alarm being triggered can be propped open. If in doubt, check with the Corporate Health and Safety Service.</p>
10	Outdoor Play Equipment	3	There are no longer any Covid specific restrictions regarding the use of outdoor play equipment but additional cleaning will reduce risks to as low as possible.	2	6 Low	
11	<u>Physical Education and School Sport (PE)</u> General risk of exposure to disease through contact with others and/or touching contaminated surfaces.	3	<p>Schools have the flexibility to decide how physical education, sport and physical activity will be provided whilst following the measures in their system of controls.</p> <p>There is no longer a requirement for pupils to be kept in their consistent groups. Where appropriate, cleaning of equipment between uses will keep risks as low as possible.</p> <p>Schools are able to work with external coaches, clubs and organisations for curricular and extra-curricular activities where they are satisfied that this is safe to do so.</p>	2	6 Low	
12	<u>PPE</u> For the protection against Coronavirus and other contaminants	3	Use of personal protective equipment (PPE) - most staff in schools will not require PPE beyond what they would normally need for their work. The guidance on the use of PPE in education, childcare and children's social care settings provides more information on the use of PPE for COVID-19.	2	6 Low	<p>Guidance on safe working in education, childcare and children's social care provides more advice.</p> <p>The e-Bug COVID-19 website contains free resources for you, including materials to encourage</p>

						good hand and respiratory hygiene.
13	<p><u>Fire and Emergency Evacuation Procedures</u> There may be the potential for increased risks from fire due to temporary arrangements in place in schools such as reduced staff numbers and staff and children and young people being located in different areas than usual.</p>	5	<p>It should be ensured a current Fire Risk Assessment (FRA) is in place and where possible remedial actions completed.</p> <p>The FRA and current Fire and Emergency Evacuation procedures should be reviewed in conjunction with other changes being implemented during the Covid-19 pandemic.</p> <p>Where there are any changes to the Fire and Emergency Evacuation Plan, all staff must be briefed accordingly, and a fire drill carried out at the earliest opportunity to provide awareness and familiarity for staff, children and young people alike.</p> <p>Reviews of Fire and Emergency Evacuation Plans and fire drills should be repeated periodically.</p> <p>Personal Emergency Evacuation Plans (PEEP) in place for staff and/or children and young people should be reviewed to ensure they remain effective under the current Fire and Emergency Evacuation Plan.</p>	2	10 Med	Schools who have subscribed to the Property Term Servicing Agreement can continue to receive guidance and support with regards to their FRA and remedial actions as usual.
14	<p><u>Stress, fatigue, verbal abuse</u> Increased risk of stress during Covid-19 pandemic leading to staff being adversely affected by factors such as continuing change and lack of job control, conflicting demands between home and work and increased risk of verbal abuse from parents who are frustrated or frightened during the crisis</p>	3	<p>Staff can talk to line manager if they are feeling unwell or ill at ease about things at work and or conflicting demands between home and work or concerns regarding their personal safety during the Covid-19 pandemic.</p> <p>Where necessary further guidance and support can be found through HR with regards to conflicting demands.</p> <p>Normal policy applies for dealing with verbal abuse from parents or anyone else. However de-escalation techniques should be used where possible in recognition that some parents may feel threatened or frustrated by the temporary arrangements in place, conflicting information in media and fear for their children's and their safety.</p>	3	9 Med	<p>Staff signposted to support services, EAP (Employee Assistance Programme) - https://healthassuredeap.co.uk/wp-content/plugins/healthassured/sl.php?lg=southamptoncc&lp=southamptoncc&lid=4093</p> <p>Refer to Covid-19 (Coronavirus) wellbeing web pages - http://staffinfo.southampton.gov.uk/supporting-our-staff/coronavirus-covid19/our-wellbeing/ If you cannot access these pages please email the H&S team (health.and.safety@southampton.gov.uk) with your query and</p>

						they will endeavour to provide you with the information you require.
15	<u>SEND Guidance in relation to Covid-19</u>	3	<p>Reference should be made to the GOV.UK guidance on risk assessments for settings managing children and young people with an education, health and care (EHC) plan during the Covid-19 (Coronavirus) outbreak.</p> <p>The government has published guidance for how special schools and colleges might consider and manage risks in supporting children and young people with complex needs towards managing children and young people with education, health and care plans: guidance for special schools, specialist colleges, local authorities and any other settings This covers recommendations for educational settings, working with local areas and families, on how to assess risks in supporting children and young people.</p>	2	6 Low	https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance
16	<p><u>Increased working from home</u></p> <p>Risk to all staff when working from home from non-managed premises. Potential injuries due to unsafe electrical equipment, lone working, not being able to summon help in the event of falling ill or suffering an injury, risks associated with working for long periods of time in an unsuitable location or with unsuitable work equipment</p>	3	<p>Employees to ensure they work in a safe environment at home as far as reasonably practicable and to inform their line manager if there is any reason why this may not be possible, i.e. no suitable place to work, unsafe equipment, lack of security or any other risks.</p> <p>Contact arrangements discussed and agreed with line manager as appropriate.</p> <p>Employees to ensure they work safely and avoid using IT equipment for long periods in unsuitable locations.</p> <p>A Risk Assessment for Flexible Homeworking is available on the H&S Forms Page on Young Southampton</p>	2	6 Low	<p>If home is not suitable for working from for short or longer periods of time employees should return to the workplace to work following agreement with their line manager.</p> <p>Refer to the DSE Microsite for further information</p>

17	<p><u>School Cleaning during Covid-19 (Coronavirus) outbreak</u> Increased risk to cleaning staff from contracting Covid-19 (Coronavirus) during cleaning activities</p>	3	<p>Maintain appropriate cleaning regimes, using standard products such as detergents</p> <p>You should put in place and maintain an appropriate cleaning schedule.</p> <p>This should include regular cleaning of areas and equipment (for example, twice per day), with a particular focus on frequently touched surfaces.</p>	2	<p>6 Low</p>	<p>Follow the COVID-19: cleaning of non-healthcare settings guidance</p> <p>For further guidance see:</p> <p>School Cleaning – Little and Often</p> <p>School Cleaning Manual – January 2020</p>
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Hazard Impact Severity/Consequence if exposed to risk

Severity of the hazard if incident occurs		
Rating	Possible qualitative equivalent	Examples
1	No Harm	No injury, damage, or sickness or other loss, i.e. of working equipment.
2	Minor Harm - First Aid	First aid injury or illness, minor damage or loss. For example, scratch, bruise, minor cut, minor burns. Normal work possible after first aid treatment.
3	Serious Harm - Over 3 day injury	Minor fractures (fingers & toes), temporarily disabling back injuries. Accidents result in an over 'three-day' injury or illness, substantial damage or loss.
4	Major harm	Major fractures (limbs, vertebrae etc.), eye injury, longer term disability long term sickness absence.
5	Catastrophic Harm Fatality	Fatality, permanent disabling illness, blindness, catastrophic damage or loss e.g. loss of limb

Likelihood of being exposed to risk

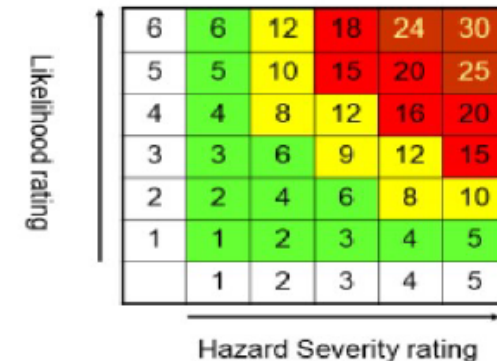
Likelihood of incident occurring		
Rating	Possible qualitative equivalent	Examples
1	Remote	Highly unlikely to occur
2	Rare	May occur in exceptional circumstances
3	Unlikely	Unlikely but could occur at some time
4	Possible	Fairly likely to occur at some time or in some circumstances
5	Likely	Will probably occur at some time or in some circumstances
6	Highly Likely	Highly likely to occur

Health and Safety 6x5 Risk Matrix

Hazard Severity
x Likelihood
= RISK

Risk Level	
Low	1-6
Med	8-12
High	15-20
V High	24-30

Risk Matrix



Risk Control Plan

Risk level	Guidance on necessary action and timescale
Low (1-6)	Unlikely to cause serious injury, any actions need to be completed within 6 months. Periodic review to ensure controls are maintained
Medium (8-12)	Will cause injury at some point; consideration should be given as to whether the risks can be lowered, actions to be completed within 1 month, regular review of controls to ensure they are maintained particularly if the risk levels are associated with harmful consequences.
High (16-20)	Likely to cause injury, substantial efforts required to reduce risk. Controls to be implemented as a priority.
High (25-30)	Will cause serious injury or worse, consider stopping, suspending or restricting the activity all risk reduction actions are immediate detailed planning and regular monitoring of controls. Temporary controls might be appropriate in the short term such as increased supervision.