

## Introduction

This risk assessment has been prepared to assist school's duty holders in their effective management of the risk to people from Coronavirus (COVID-19), drawing on guidance published by [The Department for Education](#) and [Public Health England](#) .

## Context

Coronavirus COVID-19 may be present in minute water droplets that are expelled from the body through sneezing, coughing, talking and breathing. Transmission occurs directly between people when virus expelled by an infected person comes into contact with the mouth and/or nose and/or eyes of another person. Transmission also occurs indirectly when the virus can be transferred to the hands and from there to surfaces. It can survive on surfaces for a period after transfer (depending on such things as the surface type, its moisture content and temperature). Most people infected with the virus experience disease with mild or moderate symptoms, however a significant minority become severely unwell requiring hospitalisation and for some people the disease may present long lasting, life changing consequences, or is fatal.

## Basic Principles.

The control measures follow the basic principles outlined in the current advice provided by government around safe social distancing, hand and respiratory hygiene, self- awareness of risk groups (clinically extremely vulnerable, clinically vulnerable, general population) and of symptoms of high temperature and / or new continuous cough and/or loss of, or change in, normal sense of taste or smell as a symptom.

If you have these symptoms, no matter how mild, book a test at [www.gov.uk/get-coronavirus-test](http://www.gov.uk/get-coronavirus-test) or order or book a test by calling 119, as soon as possible.

## The Risk Assessment.

This document is intended to be a living document, It will therefore be subject to regular review and revision as change occurs and assessed needs direct in order to ensure its continued adequacy, in so far as it is reasonably practicable to do so. If events change on the day, dynamic assessment based upon professional judgement will inform any additional control measures.

## Remember - Hands. Face. Space. Ventilation.

**Hands** Wash your hands well and often.

**Face** Face coverings are no longer advised for pupils, staff and visitors either in classrooms or in communal areas.

People are expected to and recommended to wear a face covering in crowded or enclosed spaces, where you may come into contact with people you don't normally meet. This includes public transport and dedicated transport to school.

**Space** Reduce the number of people you come into contact with.

**Ventilation** Ensure workplaces are adequately ventilated preferably with a wholesome supply of fresh air, or by mechanical ventilation or a combination of both.

## Consultation.

Relevant duty holders should consult with their workforce and trade union representatives as part of putting measures in place.

Involving them promotes ownership and demonstrates that you take their health and safety seriously.

**School's Risk Management of COVID-19**  
Autumn Term 2021



School	Billingham South Community Primary School
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Author:	Kathryn Hendy	Date:	01.09.21
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Quality Assurance Check by Manager / Line Manager	Edwin Squire	Date:	01.09.21
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Activity to Manage	Current Control Measures	Additional Control Measures	Action by who?	Action by when?	Done
<b>The risk assessment should be completed in conjunction with current the Human Resources and Public Health Departments Coronavirus COVID-19 guidance.</b>					
Admitting children into school	In most cases, parents and carers will agree that a pupil with symptoms should not attend the school, given the potential risk to others.	If a parent or carer insists on a pupil attending your school, the school 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. The school's decision would need to be carefully considered in light of all the circumstances and current public health advice.	HT/ DHT First Aider	On-going	
Dept of Education Contingency Framework.	The contingency framework describes the principles of managing local outbreaks of COVID-19 in education and childcare settings and sets out that local authorities, Directors of Public Health and PHE health protection teams are responsible for managing localised outbreaks and that they play an important role in providing support and advice to education and childcare settings. Public Health England may produce an outbreak plan template and that would then supersede this document.	The <a href="#">Contingency framework</a> may be supported by further control measures which may include amongst others: <ul style="list-style-type: none"> <li>changing ways of working</li> <li>improved ventilation</li> <li>enhanced targeted cleaning</li> <li>strengthening communications</li> <li>temporary reinstatement of face coverings</li> <li>reinstatement of lateral flow devices testing on site</li> <li>increased frequency of testing.</li> </ul>	HT/ DHT in consultation with PHE	When required	

Activity to Manage	Current Control Measures	Additional Control Measures	Action by who?	Action by when?	Done
Schools clinically extremely vulnerable workforce	Clinically extremely vulnerable people should currently attend school or their place of work unless specifically advised against this by their clinician or GP.	Further details of CEV people available at Appendix 1.  <b>Where a member of staff feels particularly vulnerable or has supporting medical advice, a risk assessment can be conducted and enacted.</b>	HT/ Member of staff	As appropriate	
Clinically extremely vulnerable children.	<p>The government announced on the 26<sup>th</sup> August that Children and young people will no longer be classed as clinically extremely vulnerable.</p> <p>An update from the Department for Education confirmed that Clinical studies have shown that children and young people, including those originally considered to be clinically extremely vulnerable (CEV), are at very low risk of serious illness if they catch the virus</p> <p>The UK Clinical Review Panel has recommended that all children and young people under the age of 18 should no longer be considered CEV and should be removed from the Shielded Patient List, the national database of people considered clinically extremely vulnerable.</p>	<p>All children and young people should continue to follow the same guidance as everyone else, which can be found at <a href="http://www.gov.uk/coronavirus">www.gov.uk/coronavirus</a>.</p> <p>For a very few individual children specific clinical advice may be given and this should continue to be followed.</p>	HT/ DHT Relevant parent		
Additional local measures	The school shall work with the local health protection teams in the case of a local outbreak	<p>If there is a substantial increase in the number of positive cases or if central government offers the area an enhanced response package, the school shall follow any instruction provided by Director of Public Health including any temporary reintroduction of some control measures.</p> <p><b>Where there are a large number of cases, the HT will inform Stockton Public Health</b></p>	HT / DHT PHE		
Pregnant employees	There is a long-standing requirement for Employers to put in place measures to support	In addition to the standard Expectant Mothers Risk Assessment, a COVID-19 Individual Risk Assessment should be carried out.	HT		01/9/21

Activity to Manage	Current Control Measures	Additional Control Measures	Action by who?	Action by when?	Done
	<p>pregnant employees in the workplace and carry out an <a href="#">Expectant Mothers Risk Assessment</a>.</p> <p>Pregnant women of any gestation should only continue working if the Expectant Mothers risk assessment and Individual Risk Assessment advises that it is safe to do so.</p> <p><b>28 weeks pregnancy and beyond, or pregnant with underlying health conditions:</b> The Council and our maintained Schools support all pregnant employees of 28 weeks pregnancy and beyond or who are pregnant with underlying health conditions that place them at greater risk of severe illness from COVID-19 at any gestation be offered alternative work to limit contact with others covered by a Risk Assessment.</p> <p>This is because although they are at no more risk of contracting the virus than any other non-pregnant person who is in similar health, they have an increased risk of becoming severely ill and of pre-term birth if they contract COVID-19.</p>				
Pupil wellbeing	Some pupils may be experiencing a variety of emotions in response to the COVID-19 pandemic, such as anxiety, stress or low mood.	Useful links and sources of support on promoting and supporting mental health and wellbeing in schools is available <a href="#">here</a> .	HT/ DHT PSA	On-going	
Wearing face coverings	Face coverings are no longer advised for pupils, staff and visitors, either in classrooms or communal areas.	In the event of an outbreak, the Director of Public Health may advise that face coverings should temporarily be worn in communal areas	HT / DHT	On-going	

Activity to Manage	Current Control Measures	Additional Control Measures	Action by who?	Action by when?	Done
	<p>No pupil or student should be denied education on the grounds of whether they are, or are not, wearing a face covering.</p> <p>We shall make reasonable adjustments in consultation with parents and children to support disabled pupils to ensure they can access education successfully.</p>	<p>or classrooms (by pupils, staff and visitors, unless exempt).</p>			
Hand hygiene	<p>Frequent and thorough hand cleaning continues to be important in the prevention of infection. Pupils, staff and visitors should ensure they clean their hands regularly with soap and water or hand sanitiser.</p>		<p>All staff Site manager Cleaning team</p>	<p>On-going</p>	
Respiratory hygiene	<p>'Catch it, bin it, kill it' continues to be important. <a href="#">Catch it, bin it, kill it posters.</a></p>	<p>The <a href="#">e-Bug COVID-19</a> website contains free resources for you, including materials to encourage good hand and respiratory hygiene.</p>	<p>All staff</p>	<p>On-going</p>	
Personal Protective Equipment [ PPE]	<p>Most staff in schools will NOT require PPE beyond what they would usually require for their work.</p>	<p>The guidance on <a href="#">the use of PPE in education, childcare and children's social care settings</a> provides more information on the use of PPE for COVID-19.</p>	<p>First aid staff have been advised to wear full PPE when dealing with covid cases</p>	<p>On-going</p>	
Cleaning regimes	<p>School should maintain their elevated cleansing of regularly contacted surfaces.</p>	<p>PHE has published guidance on the <a href="#">cleaning of non-healthcare settings.</a></p>	<p>Site manager Cleaning team</p>	<p>On-going</p>	
Effective ventilation.	<p>School staff should consider and include effective ventilation alongside other control measures to reduce risk of transmission within classrooms and other work spaces.</p>	<p>School staff should be able to identify any poorly ventilated spaces and take steps to improve air flow in these areas.</p> <p>Managers should remain alert to ensure improved ventilation measures does not compromise security, safety and safeguarding arrangements.</p>	<p>HT/ DHT All staff</p>	<p>On-going</p>	

Activity to Manage	Current Control Measures	Additional Control Measures	Action by who?	Action by when?	Done
		<p>It may be necessary to balance the need for improved ventilation with maintaining a comfortable workplace temperature.</p> <p>CO2 monitors are in place. It is staff responsibility to keep them charged, monitored and take action to ensure best possible balance between ventilation and heat.</p>			
Symptomatic cases or positive tests.	<p>Pupils, staff and other adults are requested to self isolate straight away and get a <a href="#">PCR test</a> as soon as possible if they have any of these 3 symptoms of COVID-19, even if they are mild:</p> <ul style="list-style-type: none"> <li>• a high temperature</li> <li>• a new continuous cough</li> <li>• or a loss or change to the sense of taste or smell,</li> </ul> <p>or have had a positive test result or other reasons requiring them to stay at home due to the risk of them passing on COVID-19 (for example, they are required to quarantine).</p> <p>Pupils, staff and other adults should follow <a href="#">public health advice</a> on when to isolate and what to do.</p>	<p>Appropriate PPE should also be used if close contact is necessary, further information on this can be found in the use of <a href="#">PPE in education, childcare and children’s social care settings guidance</a>.</p> <p>Any rooms they use should be cleaned after they have left.</p>	HT advises school population of their responsibility	On-going	
Secondary pupils lateral flow device testing on return, or before their return.	<p>All secondary school pupils should receive 2 on-site lateral flow device tests, 3 to 5 days apart, on their return in the autumn term. Secondary school settings may commence testing from 3 working days before the start of term and can stagger return of pupils across the first week to manage this.</p>	<p>Pupils should then continue to test themselves twice weekly at home using a lateral flow device until the end of September, when this will be reviewed.</p>	NA		
Lateral flow device testing – ongoing for staff and pupils.	<p>Staff in primary schools who work with vulnerable pupils are requested to test themselves using lateral flow device tests twice per week at home.</p>	<p>Those who test positive are requested to isolate and take LFT tests on the 6<sup>th</sup> &amp; 7<sup>th</sup> day. If these are negative they can return to work.</p>	EMS staff	On-going	

Activity to Manage	Current Control Measures	Additional Control Measures	Action by who?	Action by when?	Done
Pupil wellbeing and support	Some pupils may be experiencing a variety of emotions in response to the COVID-19 pandemic, such as anxiety, stress or low mood.	You can access useful links and sources of support <a href="#">on promoting and supporting mental health and wellbeing in schools.</a>	HT/ DHT PSA All staff	On-going	
First aid and first responders	<p>Due to the nature of first responders providing immediate assistance to individuals who may have coronavirus infection, use of personal protective equipment and infection prevention and control measures should continue to be practised by first responders.</p> <p><a href="#">Guidance for first aiders and first responders</a></p> <p>The school's first aid assessment should be reviewed to ensure an adequate provision, including at least one paediatric First Aider present at all times in Primary schools.</p> <p>Advice from the St John Ambulance is available <a href="#">here.</a></p>	<p>Effective hand hygiene. Personal protective equipment.</p> <ul style="list-style-type: none"> <li>• Disposable gloves and plastic apron</li> <li>• Fluid resistant surgical face mask</li> <li>• If splashes or droplets of blood or body fluids likely – use disposable eye protection, face visor or goggles.</li> </ul> <p>Keep others at least 2mts away.</p> <p>Avoid mouth-to-mouth during CPR – apply compressions only, unless in the case of a child patient – use a resuscitation face shield.</p>	All first aiders	On-going	
Educational visits	<p>From the 1<sup>st</sup> September, all types of residential visits within the UK for all schools and settings is allowed.</p> <p>The school shall undertake full and thorough risk assessments in relation to all educational visits and ensure that any public health advice, such as,</p> <p>minimising contact with others, maintaining:</p> <ul style="list-style-type: none"> <li>• social distancing</li> <li>• good hand hygiene</li> <li>• good ventilation,</li> </ul> <p>is included as part of that risk assessment.</p>	<p>School's residential trip risk assessments must include a planned and prepared contingency arrangement to respond to supervisory staff or students becoming symptomatic or testing positive with a lateral flow device during the trip. Travel time to return to home should be minimised.</p> <p>Any attendance restrictions should be reflected in the visits risk assessment and setting leaders should consider carefully if the educational visit is still appropriate and safe.</p> <p>Only students who are attending the setting should go on an educational visit.</p>	All staff and educational visits co-ordinators.	During the planning of any educational visit.	

Activity to Manage	Current Control Measures	Additional Control Measures	Action by who?	Action by when?	Done
	<p>Establishments planning a residential visit to a different country in the UK (Wales, Scotland or Northern Ireland) should check current government guidance for that country.</p> <p>In particular, they should check the guidance for accommodation providers, as this may limit the type and size of groups that they can accommodate.</p> <p>The latest national advice and information about Coronavirus is available at:</p> <ul style="list-style-type: none"> <li>• <a href="http://gov.wales/coronavirus">gov.wales/coronavirus</a> (Wales)</li> <li>• <a href="http://www.gov.scot/collections/coronavirus-covid-19-guidance">www.gov.scot/collections/coronavirus-covid-19-guidance</a> (Scotland)</li> </ul>	<p>Education settings should consult the health and safety guidance on educational visits when considering visits.</p> <p>Given the likely gap in COVID-19 related cancellation insurance, if you are considering booking a new visit, whether domestic or international, you are advised to ensure that any new bookings have adequate financial protection in place.</p> <p><a href="#">General guidance</a> about educational visits is available and is supported by specialist advice from the <a href="#">Outdoor Education Advisory Panel</a> .</p>			
Equality	<p>All staff, as duty holders, shall have regard for the particular needs of different groups of workers or individuals.</p> <p>For example, those with underlying health conditions, pregnant staff and those with protected characteristics.</p>	<p>Managers must consider and put into place any particular measures or reasonable adjustments to take account of the employer's obligations under the Equality Act.</p> <p>Whilst face covering are no longer legally required, all staff must remain sensitive to and accommodate employee's personal choice and personal responsibility to wear a face covering indoors.</p>	All staff where necessary	Ongoing.	
School visitors or contractors	<p>Visiting contractors should be made aware of the school's control measures and ways of working. Namely, if they have symptoms or have had a recent positive test, they are requested not to come on site.</p>		Office staff HT / DHT	On-going	
Wrap-around provision and extra care	<p>Information on planning extra curricular provision can be found in the guidance for providers who run community activities, holiday clubs, after school clubs, tuition and other out of school provision for children,</p>	<p><a href="#">Protective measures</a> for holiday or after-school clubs and other out-of-school settings for children during the coronavirus (COVID-19) outbreak.</p>	HT/ DHT Wrap around care staff	On-going	

Reviewers	Name	Date	Comments
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1 <sup>st</sup> Review by			
QA Check by			
2 <sup>nd</sup> Review by			
QA Check by			
3 <sup>rd</sup> Review by			
QA Check by			

Date	Revisions - state changes introduced

**Appendix 1. People more at risk from Coronavirus.**

**Clinically extremely vulnerable**

People with the following conditions are automatically deemed clinically extremely vulnerable and therefore have been previously included on the Shielded Patient List:

- solid organ transplant recipients
- people with specific cancers:
- people with cancer who are undergoing active chemotherapy

- people with lung cancer who are undergoing radical radiotherapy
- people with cancers of the blood or bone marrow such as leukaemia, lymphoma or myeloma who are at any stage of treatment
- people having immunotherapy or other continuing antibody treatments for cancer
- people having other targeted cancer treatments that can affect the immune system, such as protein kinase inhibitors or PARP inhibitors
- people who have had bone marrow or stem cell transplants in the last 6 months or who are still taking immunosuppression drugs
- people with severe respiratory conditions including all cystic fibrosis, severe asthma and severe chronic obstructive pulmonary disease (COPD)
- people with rare diseases that significantly increase the risk of infections (such as severe combined immunodeficiency (SCID), homozygous sickle cell disease)
- people on immunosuppression therapies sufficient to significantly increase risk of infection
- problems with your spleen, for example splenectomy (having your spleen removed)
- adults with Down's syndrome
- adults on dialysis or with chronic kidney disease (stage 5)
- women who are pregnant with significant heart disease, congenital or acquired
- other people who have also been classed as clinically extremely vulnerable, based on clinical judgement and an assessment of their needs – GPs and hospital clinicians have been provided with guidance to support these decisions

This document is current at the date published, but expect the government's guidance to be revised and updated regularly. Schools should check the relevant government websites for new and revised guidance at:

- [Health and Safety Executive](#),
- [Gov.UK](#)
- [National Health Service](#)
- [Public Health England](#)
- [NHS 111 online.](#)
- [Guidance for schools](#)

- [Guidance for early years and childcare providers](#)
- [Guidance for special schools and other specialist settings](#)
- [Schools operational guidance](#)
- [Actions for early years and childcare providers](#)
- [Actions for FE colleges and providers](#)
- [Special schools and other specialist settings](#)
- [What parents and carers need to know about early years providers, schools and colleges during COVID-19](#)
- [Contingency framework](#)

The Local Authority Public Health Team can be contacted at : [www.digital.stockton.gov.uk/covid19-contactus](http://www.digital.stockton.gov.uk/covid19-contactus) or 01642 528474.

For Human Resources enquiries, contact [SMHR@stockton.gov.uk](mailto:SMHR@stockton.gov.uk) or 01642 528281, or your Trust's HR provider.

For Health and Safety enquiries, contact [healthandsafetyunit@stockton.gov.uk](mailto:healthandsafetyunit@stockton.gov.uk) or 01642 528195

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