

Overview

Whilst statutory restrictions are being lifted by the government in Step 4 of their roadmap relating to COVID 19, it is recommended best practice to maintain practical health, safety & hygiene control measures for an extended period of time due to the existing risk and rise of covid cases across the City and surrounding area, predominantly caused by close contact between individuals. This document is a template that can be used to help School Leaders to develop a task-based risk assessment in relation to COVID-19 after STEP 4 of the government's road map.

Below is a list of recommended control measures which can be used in the development of the task-based risk assessment or deleted if not applicable. These are not explicit requirements that need to be implemented for each work activity but should be used as guidance and good practice. The task-based assessment should be completed by School Leaders and should include the specific control measures to ensure the health, safety and welfare of employees and others affected by work activities.

School Leaders are responsible for monitoring the advice and guidance available on the HUB ensuring Risk Assessments and Safe Working Practices are updated where applicable and cascade through to employees. Employees should receive a copy and an overview of the risk assessments specific to their work activities. This will enable employees to ask relevant questions, raise any concerns and will help managers be able to demonstrate the employees understanding of the risk assessment. Additional information on roles and responsibilities are included in the [Education & Childcare Covid-19 Code of Practice](#) available on the hub

Help and Support is available with the development of your risk assessment through the HROD-Safety@sunderland.gov.uk

Risk Assessment Sunderland City Council

Work Activity/ Hazard:	Schools & EYFS C-19 Operational Risk Assessment STEP 4 (v.1)	Directorate	Children's Services: Together for Children	Section:	<ul style="list-style-type: none"> Education & Childcare settings: Schools
Date of Assessment:	6 th October 2021	Date to be Reviewed:	6 th November 2021		

Likelihood	Severity
1 – Very Unlikely	1 – Insignificant
2 – Unlikely	2 – Minor
3 – Fairly Likely	3 – Moderate
4 – Likely	4 – Major
5 – Very Likely	5 – Catastrophic

LIKELIHOOD

5	5	10	15	20	25
4	4	8	12	16	20
3	3	6	9	12	15
2	2	4	6	8	10
1	1	2	3	4	5
	1	2	3	4	5

SEVERITY

1 – 2	No Action
3 - 6	Monitor
8 - 12	Action
15 - 16	Urgent Action
20 - 25	Stop

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<p>Schools COVID-19 Operational Risk Assessment after STEP 4 (based on government guidance issued July 2021) Schools COVID-19 operational guidance (publishing.service.gov.uk) https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/999798/Actions_for_early_years_and_childcare_providers_during_the_COVID-19_pandemic.pdf</p>									
Spread of COVID-19	<p>Employees, children/learners, contractors, visitors, members of the public, family members</p> <p>Contracting Coronavirus</p>	<p>Minimise Contact – avoid contact with anyone with symptoms or signs of infection.</p> <p>When an individual develops COVID-19 symptoms or has a positive test: Pupils, staff and other adults should follow public health advice on when to self-isolate and what to do. They should not come into school if they have symptoms, 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>People who have 1 or more symptom of Covid or have tested positive must not come into school. Persons who are ill must stay home and follow current government guidance on self-isolation.</p> <p>You're not required to self-isolate if you live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19, and any of the following apply:</p>	1	5	5				

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		<ul style="list-style-type: none"> • you're fully vaccinated (had 2 doses of vaccine, at least 14 days prior) • you're below the age of 18 years 6 months • you've taken part in or are currently part of an approved COVID-19 vaccine trial • you're not able to get vaccinated for medical reasons <p>NHS Test and Trace will contact you to let you know that you have been identified as a contact and check whether you are legally required to self-isolate. If you're not legally required to self-isolate, you will be provided with advice on testing and given guidance on preventing the spread of COVID-19. Even if you do not have symptoms, you will be advised to have a PCR test as soon as possible</p> <p>If anyone in your school develops a new and continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home to begin isolation - the isolation period includes this day. Advise them to arrange a test as soon as possible - follow current isolation guidelines along with other members of their household.</p>							

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		<p>If COVID-19 is suspected the child should start isolating and get tested.</p> <p>For everyone with symptoms, they should avoid using public transport and, wherever possible, be collected by a member of their family or household.</p> <p>Where collection is not possible, if age appropriate the pupil may walk or cycle home following a positive test in school or alternative arrangements are to be made by the school.</p> <p>If a pupil is awaiting collection, they should be left in a room on their own if possible and safe to do so. A window should be opened for fresh air ventilation if possible. Depending on age & needs suitable adult supervision may be required. Appropriate PPE should also be used if close contact is necessary, further information on this can be found in the use of PPE in education, childcare and children's social care settings</p> <p>When working with children and young people who cough, spit or vomit but do not have coronavirus (COVID-19) symptoms, only any PPE that would be routinely worn, should be worn.</p> <p>Personal protective equipment (PPE) must be worn by staff caring for the pupil while they await collection if a distance of 2 m</p>							

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		<p>cannot be maintained (such as for a very young child or a child with complex needs)</p> <p>Staff must follow government guidance on close contacts should the isolated pupil test positive or Staff members are contacted by Test & Trace</p> <p>Promote frequent hand cleaning and good hygiene practices including respiratory hygiene “catch it, bin it, kill it”, not touching faces, nose, mouth, bins.</p> <p>Washing hands before and after eating.</p> <p>Encourage young children to practice good and regular hygiene habits possibly via poems, rhymes and games.</p> <p>Provide bins and empty contents at regular intervals</p> <p>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, 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. Your decision would need to be carefully considered in light of all the circumstances and current public health advice</p>							

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		<p>Sufficient handwashing facilities available. Where there are no facilities nearby, hand sanitisers to be provided.</p> <p>Active engagement with NHS Test & Trace.</p> <p>The Isolation room/area used must be cleaned before re-use. A trained person/contractor wearing suitable PPE can clean immediately or where possible the room/area can be locked up/allow no access for 72 hours before cleaning</p>							
<p>Vulnerable workers</p> <p>Underlying health issues, Pregnancy, unvaccinated persons</p>	<p>Employees, children/learners, contractors, visitors, members of the public, family members</p> <p>Contracting Coronavirus</p>	<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>Clinically extremely vulnerable (CEV) people are no longer advised to shield but may wish to take extra precautions to protect themselves, and to follow the practical steps set out in the CEV guidance to minimise their risk of exposure to the virus.</p> <p>Staff in schools who are CEV should currently attend their place of work if they cannot work from home.</p> <p>Identify all clinically extremely vulnerable and extremely vulnerable workers and</p>	1	5	5				

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		<p>carry out a specific Vulnerable Person Risk Assessment to ensure suitable & safe working arrangements.</p> <p>Pregnant workers must have the usual risk assessment in place plus a vulnerable worker risk assessment to assess any additional health issues which may increase their risk from Covid</p> <p>Refer to current government guidance to your Occupational Health Team for additional advice</p>							
Infections or Positive testing within school	<p>Employees, children/learners, contractors, visitors, members of the public, family members</p> <p>Contracting Coronavirus</p>	<p>Education settings will no longer be expected to undertake contact tracing. Close contacts will be identified via NHS Test and Trace.</p> <p>From 16 August 2021, children under the age of 18 years old will no longer be required to self-isolate if they are contacted by NHS Test and Trace as a close contact of a positive COVID-19 case.</p> <p>Instead, children will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a PCR test. Educational Settings encourage all individuals to take a PCR test if advised to do so.</p>	1	5	5	Outbreak Management Plan in place			

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		<p>Schools may be contacted to assist with NHS Test and Trace in exceptional cases to help identifying close contacts, as currently happens in managing other infectious diseases.</p> <p>Contact Public Health for advice & support where there is a positive case within the school</p> <p>If there is an outbreak in a setting, a director of public health might advise a setting to temporarily reintroduce some control measures</p> <p>Asymptomatic testing</p> <p>Testing remains important in reducing the risk of transmission of infection within schools. That is why, whilst some measures are relaxed, others will remain, and if necessary, in response to the latest epidemiological data, we all need to be prepared to step measures up or down in future depending on local circumstances.</p> <p>Staff should undertake twice weekly home tests whenever they are on site until the end of September, when this will also be reviewed.</p> <p>Confirmatory PCR tests</p>							

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		<p>Staff and pupils with a positive LFD test result should self-isolate in line with the stay at home guidance. They will also need to get a free PCR test to check if they have COVID-19. Whilst awaiting the PCR result, the individual should continue to self-isolate.</p> <p>If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test LFD test and the pupil can return to school, as long as the individual doesn't have COVID-19 symptoms</p>							
Lack of adequate cleaning regime	<p>Employees, children/learners, contractors, visitors, members of the public, family members</p> <p>Contracting Coronavirus</p>	<p>Enhanced Cleaning Programme to remain in place with site cleaning teams and cleaning contractors.</p> <p>Documented and shared with relevant persons. Regular and increased cleaning – cleaning of frequently touched surfaces with soapy water/ appropriate detergent.</p>	1	5	5				
Inadequate Ventilation	<p>Employees, children/learners, contractors, visitors, members of the public, family members</p> <p>Contracting Coronavirus</p>	<p>Good ventilation is extremely important to reduce transmission of the virus. When the school building is occupied it is important to ensure it is well ventilated along with providing a comfortable teaching environment - balancing the need for increased ventilation while maintaining a comfortable temperature</p> <p>Mechanical ventilation – adjust to increase the ventilation rate where possible and be checked to confirm that</p>	1	5	5	<p>Open high-level windows in colder weather in preference to low level to reduce draughts.</p> <p>Increase the ventilation while spaces are unoccupied (for example, between classes, during break and lunch, when a room is unused)</p> <p>Rearrange furniture where possible to avoid direct draughts</p>			

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		<p>normal operation meets current guidance and that only fresh outside air is circulated.</p> <p>If possible, mechanical systems should be adjusted to full fresh air or, if not, then systems should be operated as normal if they are within a single room and supplemented by an outdoor air supply</p> <p>Natural ventilation – opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation and opened more fully during breaks to purge the air in the space).</p> <p>Opening internal doors can also assist with creating a throughput of air NOTE: fire doors must be used as designed to prevent spread of smoke and fire - or where necessary automatic closing device(s) may be fitted</p> <p>If necessary external opening doors may also be used (where safe to do so)</p>				Heating will be used as necessary to ensure comfort levels are maintained particularly in occupied spaces			
Contact between any persons on the premises	<p>Employees, children/learners, contractors, visitors, members of the public, family members</p> <p>Contracting Coronavirus</p>	<p>Face coverings will no longer be legally required for pupils, staff and visitors either in classrooms or in communal areas.</p> <p>If you have an outbreak in your school, a director of public health may advise that face coverings should temporarily be worn in communal areas or classrooms (by</p>	1	5	5				

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		<p>pupils, staff and visitors, unless exempt). This is included in the Outbreak Management Plan.</p> <p>Early Years settings may take further advice from Public Health on current guidance relating to face coverings</p> <p>PPE is to be worn where intimate care is provided, or the child is displaying symptoms of covid-19 until collected.</p> <p><i>They should only be used after carrying out a risk assessment for the specific situation and should always be cleaned appropriately.</i></p>							
Contact within and between groups	<p>Employees, children/learners, contractors, visitors, members of the public, family members</p> <p>Contracting Coronavirus</p>	<p>It is no longer legally necessary to keep children in consistent groups or bubbles to avoid mixing</p> <p>Assemblies and Lunchtime arrangements can resume –avoidance of mixing is no longer required.</p> <p>An Outbreak Management Plan is in place in the event of local areas having to reintroduce ‘bubbles’ for a temporary period, to reduce mixing between groups. Any decision to recommend the reintroduction of ‘bubbles’ would not be taken lightly and would need to take account of the detrimental impact they can have on the delivery of education.</p>	1	5	5				

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		Staff must wipe their workspace and equipment using disinfectant wipes before leaving the classroom to ensure cleanliness of the area for the incoming teacher.							
Contact due to layout or available space	Employees, children/learners, contractors, visitors, members of the public, family members Contracting Coronavirus	School Leaders should consider whether social distancing is appropriate where possible, i.e. maintain social distancing of 2m or 1m plus with additional suitable controls from pupils, other members of staff, visitors. Site has six separate entry/egress points. In addition to hygiene and enhanced cleaning measures as above, the risk of transmission will be reduced by planned changes to layout and positioning in work and recreational areas (Public Health England)	1	5	5				
Activities encouraging Spread of Covid	Employees, children/learners, contractors, visitors, members of the public, family members Contracting Coronavirus	Step 4, there will be no limits on the number of people who can sing indoors or outdoors. Refer to the Music HUB for mitigations and guidance including specific risk assessment for singing Some activities, however, can increase the risk of catching or passing on COVID-19. This happens where people are doing activities which generate more droplets as they breathe heavily, such as singing, dancing, exercising or raising their voices. The risk is greatest where these factors overlap, for example in crowded indoor	1	5	5				

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		<p>spaces where people are raising their voices</p> <p>Extracurricular provision e.g. Wraparound care; breakfast & after school clubs to provide a separate risk assessment including type of activities carried out, enhanced cleaning of areas and equipment, hygiene practice, supervision, etc.</p> <p>External coaches, clubs and organisations for curricular and extracurricular activities to provide a separate risk assessment and safe working procedures including type of activities carried out, enhanced cleaning of areas and equipment, hygiene practice, supervision, etc.</p> <p>Outdoor play equipment to be managed and included in planned maintenance and cleaning regime</p>							
Educational Visits	<p>Employees, children/learners, contractors, visitors, members of the public, family members</p> <p>Contracting Coronavirus</p>	<p>Educational day visits and domestic residential education visits are to take place.</p> <p>From the start of the autumn school term international visits are permitted</p> <p>Planning of all visits and trips to be in line with usual guidance and with the advice and support from Derwent Hill & Evolve system</p>	1	5	5				

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Messy play - spread of infection	Employees, children/learners, contractors, visitors, members of the public, family members Contracting Coronavirus	Materials can be handled by all children Malleable material for messy play (for example sand/water/mud) can be used and cleaned - including being replaced - in accordance with the manufacturer's instructions, where applicable. Children wash their hands thoroughly before and after messy play Frequently touched surfaces, equipment, tools and resources for messy play are thoroughly cleaned and dried before they are used by a different groups	1	5	5				
Contact due to personal / intimate care	Employees, children/learners, contractors, visitors, members of the public, family members Contracting Coronavirus	Staff must wear the normal personal protective equipment they need for giving intimate/personal care If a child/learner becomes unwell with symptoms of coronavirus while in the setting and needs personal care until they can return home, staff member must wear suitable PPE i.e. surgical mask, apron and gloves. Following doffing and donning and disposal guidance	1	5	5				
Transit in and around school premises	Employees, children/learners, contractors, visitors, members of the public, family members Contracting Coronavirus	Avoid creating busy corridors, entrances/exits Enhanced cleaning is planned and specific tasks/roles are agreed with site staff and cleaning contractors i.e. frequently	1	5	5				

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		<p>cleaning touched surfaces often, using appropriate standard products</p> <p>NB. Use of suitable detergent/disinfectant as per government guidance – All COSHH and training arrangements MUST be in place</p>							
Cross-contamination of resources, toys and equipment	<p>Employees, children/learners, contractors, visitors, members of the public, family members</p> <p>Contracting Coronavirus</p>	<p>Classroom based resources, such as books and games, can be used and shared; these should be cleaned regularly, along with all frequently touched surfaces. This includes wraparound care.</p> <p>Pupils and teachers can take books and other shared resources home. Avoid unnecessary sharing, especially where this does not contribute to pupil education and development. Rules on hand cleaning, cleaning of the resources and rotation are applied to these resources.</p> <p>Children do not bring unnecessary equipment into school - essentials only such as lunch boxes, hats, coats, books, stationery and mobile phones. Bags are allowed.</p> <p>Water bottles must not be shared – each child to have their own personal bottle.</p> <p>Teacher to maintain good personal hygiene practices when marking</p>	1	5	5				

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Lack of communication	<p>Employees, children/learners, contractors, visitors, members of the public, family members</p> <p>Contracting Coronavirus</p>	<p>Talk to staff about school's plans safety measures, training needs.</p> <p>Communicate all policy and plans to all parents and young people (transport, drop off and collection times, lunch arrangements, etc), Consult with staff, professional bodies and trade union colleagues on policy and procedures.</p> <p>Communicate with visitors and contractors ahead of opening – signage to be displayed.</p> <p>Discuss enhanced cleaning regimes with cleaning team and contractors in preparation for opening – clear procedures are in place.</p>	1	5	5	<p>Staff will be fully informed of all safety measures and plans.</p> <p>* All staff will receive a copy of this risk assessment and are encouraged to discuss any aspects they don't understand with phase leader.</p> <p>*Phase Leads ensure good communication between all of their team members.</p> <p>*Parents and children will be informed of all safety measures and plans via ClassDojo.</p> <p>*Any expected visitors will be in the entrance foyer and not be given access to school unnecessarily.</p> <p>*Our school business manager will ensure that the areas that have been used on any particular day are cleaned more thoroughly.</p>			
Poor mental wellbeing of staff and Pupils	<p>Staff, Pupils, Parent & family members</p> <p>Stress, anxiety, panic, depression</p>	<p>Promote attendance at school for both staff and pupils</p> <p>Identify individuals who are reluctant or anxious or at risk of disengagement. Support mechanisms are in place for all levels of employees, pupils/families and supporting governance roles</p> <p>Communicate clear information on risks and controls measures in place – safe procedures, arrangements etc.</p>	1	5	5	<p>*Regular communication between school and home.</p> <p>*Vulnerable families are identified and receive support</p> <p>*Phase leaders regularly talk to staff in their team.</p> <p>*School counsellor supports specific needs (staff and pupils)</p>			

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		<p>Review workloads and timetables to ensure a good work life balance in possible</p> <p>Communicate clear expectations for all staff, pupils and parents. Work with external agencies and Social Workers where relevant</p>				*Clear guidance and risk assessments shared with staff via emails/briefings and information for parents communicated via Classdojo.			
Outbreaks and lack of Emergency Planning	<p>Employees, children/learners, contractors, visitors, members of the public, family members</p> <p>Contracting Coronavirus</p>	<p>Outbreak Management Plan in place outlining operations should there be an outbreak in school or local area.</p> <p>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</p> <p>Gather and record key information relating to the case immediately</p> <p>Escalate outbreaks to your local health protection team where necessary and advise if any additional action is required, such as implementing elements of your outbreak management plan.</p> <p>Aware of action to take in response to a positive case Understanding of NHS Test & Trace process</p> <p>Train all staff in emergency procedures</p>	1	5	5				

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		First Aid provision to meet the requirements of the setting							
Dining & Catering	Employees, children/learners, contractors, visitors, members of the public, family members Contracting Coronavirus	School Kitchen in operation – catering provider or kitchen staff have specific risk assessment for working in kitchen in line with government guidance; Staggered lunchtimes are in place.							
Wraparound care	Employees, children/learners, contractors, visitors, members of the public, family members Contracting Coronavirus	Permitted to resume before and after-school educational activities and wraparound childcare for your pupils, where this provision is necessary to support parents to work, attend education and access medical care, and is as part of pupil's wider education and training plus, for vulnerable children. If you hire out your premises for use by external wraparound childcare providers, such as after-school or holiday clubs, make sure these organisations are working to relevant government guidance for their sector & have in place protective measures (request a risk assessment & monitor) Extracurricular provision e.g. Wraparound care; breakfast & after school clubs can resume provided a separate risk assessment is completed – type of activities carried out, enhanced cleaning of areas and equipment, hygiene practice, supervision, etc. (detail your schools	1	5	5				

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		<p>arrangements; including agreement with schools catering provider/risk assessments)</p> <p>External coaches, clubs and organisations for curricular and extracurricular activities can resume – provided a separate risk assessment and safe working procedures are developed and agreed in line with government guidance and local precautions.</p>							
Fire	<p>Employees, children/learners, contractors, visitors, members of the public, family members</p> <p>Inhalation of fire/smoke, burns, fatality</p>	<p>Regular visual inspections to take place to ensure all fire precautions and safety systems are active and in place as required by the Fire Risk Assessment</p> <p>Responsible Person must carry out the Periodic Assurance Review (annually or where changes have been made)</p> <p>Fire drills to be carried out Termly</p>	1	5	5				
Poor housekeeping & building maintenance	<p>Employees, children/learners, contractors, visitors, members of the public, family members</p> <p>Bruises, fractures, fatal injuries</p>	<p>All regular and periodic building checks to make the school safe must be in place.</p> <p>Daily visual checks by site & teaching staffing their respective areas – report any defects or tripping hazards, fire hazards, etc. to site staff/manager for remedial action.</p>	1	5	5				

To be completed by the Individual undertaking the risk assessment:

Name:

Job Title:

Signature: _____ **Date:** _____

To be completed by the Senior Manager:

I consider this risk assessment to be suitable and sufficient to control the risks to the health and safety of both employees undertaking the tasks involved and any other person who may be affected by the activities.

Name: _____ **Job Title:** _____

Signature: _____ **Date:** _____