

<b>Operation Description:</b>	COVID-19 Schools Return Sep 2021
<b>Operation Location:</b>	Bishop King Primary School
<b>Persons at Risk:</b>	School employees, pupils, parents/carers,

### Risk Assessment Guidance

**Hazard:** Something with the potential to cause **harm**.

**To Assess Risk:** Using the **tables below**, consider **Severity (S)** and **Likelihood (L)** **without** Control Measures. **Multiply** (S x L) If applicable, **add** the **Weighting** figure.

**Describe Control Measures:** Control measure(s) **reduce** the likelihood, **and/or** severity of **harm**, reducing **risk**.

**Re-assess Risk**, considering Severity (S) and Likelihood (L) **with** Control Measures in place.

**Multiply** (S x L) and, if applicable, **add** the **Weighting** figure = **Risk Rating** (with controls).

Severity (S)	x	Likelihood (L)	+	Weighting (W)	=	Risk Ratings (R)	
Fatality = 5		Likely = 5		Apprentice/trainee/inexperienced staff member/young person (15-18yrs) = 5		20 +	Very High Risk
Injury (Specified injury / RIDDOR reportable) = 4		Probable = 4				15 - 19	High Risk
Injury (requiring treatment and/or 3 to 7 day absence) = 3		Possible = 3		Part-qualified/staff with less than 2yrs experience/persons aged 18-25yrs = 3		9 – 14	Medium Risk
Injury (requiring treatment and/or absence less than 3 days) = 2		Unlikely = 2				4 – 8	Low Risk
Minor Injury = 1		Very Unlikely = 1		Fully qualified/professional/ management/ and/or persons above 25yrs = 0		1 - 3	Very Low risk

HAZARD	Assessment of Risk <b>without</b> control measures				CONTROL MEASURES TO REDUCE THE RISK	Assessment of Risk <b>with</b> control measures			
	S x L + W = R					S x L + W = R			
Employees who are classed as “clinically vulnerable” contracting COVID-19	5	3	0	15	<ul style="list-style-type: none"><li>Clinically extremely vulnerable (CEV) people are advised, as a minimum, to follow the same guidance as everyone else. It is important that everyone adheres to this guidance, but CEV people may wish to think particularly carefully about the additional precautions they can continue to take. Further information can be found in the <a href="#">guidance on protecting people who are CEV from COVID-19</a>.</li><li>Social distancing measures have now ended in the workplace and it is no longer necessary for the government to instruct people to work from home. Employers should be able to explain the measures they have in place to keep CEV staff safe at work. The Health and Safety Executive (HSE) has published guidance on <a href="#">protecting vulnerable workers</a>, including advice for employers and employees on <a href="#">how to talk about reducing risks in the workplace</a>.</li></ul>	3	1	0	3

School could lapse/fail to follow the newest national and/or LCC guidelines and advice on COVID-19.	3	3	0	9	<ul style="list-style-type: none"> <li>Regular updates will be made through: - <ul style="list-style-type: none"> <li>Government and LCC alerts</li> <li>Local/National news providers</li> <li>Local school networks/partnerships (if applicable)</li> </ul> </li> <li>Any changes in national/LCC advice and guidance to be shared with the Head, Board of Governors etc. for appropriate action.</li> <li>Staff, Parents, and students to be updated in a timely manner, using email, letters etc. as necessary.</li> <li><a href="#">Latest Guidance</a></li> </ul>	3	1	0	3
COVID-19 precautions are not followed within the school environment, leading to potential spread or outbreak.	3	3	0	9	<ul style="list-style-type: none"> <li>COVID-19 <u>hygiene advice</u> and posters are displayed in key areas of the school site.</li> <li>Staff to reiterate to Parents and Students (via letter/email/classroom talks etc.) the importance of: - <ul style="list-style-type: none"> <li>Hand washing on a regular basis</li> <li>Covering coughs and sneezes with a tissue and disposing of it (Catch it, Bin it, Kill it)</li> <li>Trying to maintain 'social distance' wherever possible</li> <li>Not touching eyes/nose/mouth with unwashed hands</li> </ul> </li> <li>All welfare facilities to be checked and cleaned regularly, and ensure a supply of anti-bacterial hand wash soap is available</li> <li>Hand sanitiser or suitable alternative to be provided to all classrooms, for use at the start of the day, after lunch etc. to wipe down classroom surfaces.</li> <li>School cleaning regime is increased to include frequent cleaning of frequently touched items (Door handles/doors/taps/table tops etc.)</li> <li>Staff training carried out to reinforce regulations</li> <li>Pupils to wash their hands after sporting activities/PE etc.</li> </ul>	3	2	0	6
Staff failing to report feeling unwell and attend school, potentially spreading COVID-19	3	3	0	9	<ul style="list-style-type: none"> <li>Staff are aware of the importance of following national guidance, and to stay home and self-isolate.</li> <li>Staff to follow the school and/or LCC guidance on reporting sickness due to suspected/confirmed COVID-19.</li> <li>School to report confirmed cases of COVID-19 to the LCC Corporate Health and Safety team,</li> </ul>	3	1	0	3
Risk of transmission between staff or visitors	3	3	0	9	<ul style="list-style-type: none"> <li>Social distancing measures have now ended in the workplace and it is no longer necessary for people to work from home. The School will explain the measures they have in place to keep CEV staff safe at work.</li> </ul>	3	1	0	3

Staff or student starts to show symptoms of COVID-19 (suspected) whilst at school	3	3	0	9	<ul style="list-style-type: none"> <li>Pupils, staff and other adults should follow public health advice on <a href="#">when to self-isolate and what to do</a>. 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).</li> <li>If anyone in the school develops <a href="#">COVID-19 symptoms</a>, however mild, the school will send them home and they should follow public health advice.</li> <li>For everyone with symptoms, they should avoid using public transport and, wherever possible, be collected by a member of their family or household.</li> <li>If a pupil is awaiting collection, they will 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. Appropriate PPE should also be used if close contact is necessary. Further information on this can be found in the <a href="#">use of PPE in education, childcare and children's social care settings</a> guidance. Any rooms they use should be cleaned after they have left.</li> <li>The household (including any siblings) should follow the PHE <a href="#">stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection</a>.</li> </ul>	3	2	0	6
Risk of visitors bringing the virus into the school	3	3	1	10	<ul style="list-style-type: none"> <li>Visitors are to maintain the Catch it, Bin it, Kill it guidance</li> <li>The use of Face masks will be encouraged but not mandated.</li> </ul>	3	1	1	4
Children and/or staff will transmit or become infected with COVID-19	3	3	1	10	<ul style="list-style-type: none"> <li><b>Hand hygiene</b></li> <li>Frequent and thorough hand cleaning should now be regular practice. The school will continue to ensure that pupils clean their hands regularly. This can be done with soap and water or hand sanitiser.</li> <li><b>Respiratory hygiene</b></li> <li>The 'catch it, bin it, kill it' approach continues to be very important.</li> <li>The <a href="#">e-Bug COVID-19 website</a> contains free resources, including materials to encourage good hand and respiratory hygiene.</li> </ul>	3	1	1	4

				<ul style="list-style-type: none"> <li>• The use of Face masks will be encouraged but not mandated. Teaching staff who wish to use Face masks are to use the clear visor type when working with children.</li> <li>• <b>Use of personal protective equipment (PPE)</b></li> <li>• Most staff in school will not require PPE beyond what they would normally need for their work. The guidance on the <a href="#">use of PPE in education, childcare and children's social care settings</a> provides more information on the use of PPE for COVID-19.</li> <li>• <b>Maintain appropriate cleaning regimes, using standard products such as detergents</b></li> <li>• The school will put in place and maintain an appropriate cleaning schedule. This should include regular cleaning of areas and equipment (for example, twice per day), with a particular focus on frequently touched surfaces.</li> <li>• PHE has published guidance on the <a href="#">cleaning of non-healthcare settings</a>.</li> <li>• <b>Keep occupied spaces well ventilated</b></li> <li>• When the school is in operation, it is important to ensure it is well ventilated and that a comfortable teaching environment is maintained.</li> <li>• You should identify 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.</li> <li>• 2 Areas have been noted for poor ventilation. Learning Rm 1 and the new staff room. Learning rm 1 requires a Dyson type fan to increase airflow and the doors are to be kept open. The Co2 monitor is to be monitored during the rooms use. The staff room also should have a fan to improve circulation. When not in use all the doors should be left open to allow air transfer. (Added 8.9.21)</li> <li>• 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 and that only fresh outside air is circulated.</li> </ul>				
--	--	--	--	---	--	--	--	--

					<ul style="list-style-type: none"><li>• 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.</li><li>• Where mechanical ventilation systems exist, you should ensure that they are maintained in accordance with the manufacturers' recommendations.</li><li>• Opening external windows can improve natural ventilation, and in addition, opening internal doors can also assist with creating a throughput of air. If necessary, external opening doors may also be used (if they are not fire doors and where safe to do so).</li><li>• The school will balance the need for increased ventilation while maintaining a comfortable temperature.</li><li>• The <a href="#">Health and Safety Executive guidance on air conditioning and ventilation during the COVID-19 pandemic</a> and <a href="#">CIBSE COVID-19 advice</a> provides more information.</li><li>• DfE is working with Public Health England, NHS Test and Trace, and the Scientific Advisory Group for Emergencies (SAGE) on a pilot project to measure CO2 levels in classrooms and exploring options to help improve ventilation in settings where needed.</li></ul>				
Infection may be transmitted via the physical school environment	3	3	1	10	<ul style="list-style-type: none"><li>• <b>The school will maintain appropriate cleaning regimes, using standard products such as detergents</b></li><li>• The school will put in place and maintain an appropriate cleaning schedule. This should include regular cleaning of areas and equipment (for example, twice per day), with a particular focus on frequently touched surfaces.</li><li>• PHE has published guidance on the <a href="#">cleaning of non-healthcare settings</a></li><li>• When the school is in operation, it is important to ensure it is well ventilated and that a comfortable teaching environment is maintained.</li><li>• The school will identify any poorly ventilated spaces 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.</li><li>• Mechanical ventilation is a system that uses a fan to draw fresh air or extract air from a room. These will be adjusted to increase the ventilation rate wherever possible and checked to confirm that normal operation meets current guidance and that only fresh outside air is circulated.</li></ul>	3	2	1	7

				<ul style="list-style-type: none"><li>• 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.</li><li>• The school will ensure that the mechanical ventilation systems are maintained in accordance with the manufacturers' recommendations.</li><li>• Opening external windows can improve natural ventilation, and in addition, opening internal doors can also assist with creating a throughput of air. If necessary, external opening doors may also be used (if they are not fire doors and where safe to do so).</li><li>• The school will balance the need for increased ventilation while maintaining a comfortable temperature.</li></ul>					
Risk of Infection caused by build-up of Children, Parents and/or Carers at school start and pickup times	3	3	3	12	<ul style="list-style-type: none"><li>• Informing parents and carers where and when they should drop off and pick up their children - communicated to parents in advance</li><li>• Parents gathering to drop off or collect children should be discouraged; they will be reminded to use the painted lines at all times.</li><li>• Social distancing lines for children to stand on when they arrive with parents, or leave supervised by staff</li><li>• School logistics plan included in Home agreement defining school entry and exit plans</li><li>• School dining arrangements and timings to be advised before September start</li></ul>	3	2	1	7
Risk to pupils and staff if a there is a confirmed case of Covid-19 with the school group	3	3	0	9	<ul style="list-style-type: none"><li>• Close contacts will now be identified via NHS Test and Trace and education settings will no longer be expected to undertake contact tracing.</li><li>• As with positive cases in any other setting, NHS Test and Trace will work with the positive case and/or their parent to identify close contacts. Contacts from a school setting will only be traced by NHS Test and Trace where the positive case and/or their parent specifically identifies the individual as being a close contact. This is likely to be a small number of individuals who would be most at risk of contracting COVID-19 due to the nature of the close contact. You may be contacted in exceptional cases to help with identifying close contacts, as currently happens in managing other infectious diseases.</li><li>• Individuals are not required to self-isolate if they 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:</li></ul>	3	2	0	6

				<ul style="list-style-type: none"><li>• they are fully vaccinated</li><li>• they are below the age of 18 years and 6 months</li><li>• they have taken part in or are currently part of an approved COVID-19 vaccine trial</li><li>• they are not able to get vaccinated for medical reasons</li><li>• Instead, they will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a <a href="#">PCR test</a>. Staff who have not been double vaccinated must test daily for ten days from the most recent point of contact, and report to: <a href="mailto:covid@bishopking.lincs.sch.uk">covid@bishopking.lincs.sch.uk</a> (Added 28.9.21)</li><li>• While we continue to operate under this COVID-19 risk assessment, any member of staff who has not been double vaccinated must test twice weekly and report the outcomes to: <a href="mailto:covid@bishopking.lincs.sch.uk">covid@bishopking.lincs.sch.uk</a> (Added 28.9.21)</li><li>• We would encourage all individuals to take a PCR test if advised to do so.</li><li>• Staff who do not need to isolate, and children and young people aged under 18 years 6 months who usually attend school, and have been identified as a close contact, should continue to attend school as normal. They do not need to wear a face covering within the school, but it is expected and recommended that these are worn when travelling on public or dedicated transport.</li><li>• Settings will continue to have a role in working with health protection teams in the case of a local outbreak. If there is a substantial increase in the number of positive cases in a setting (see <a href="#">Stepping measures up and down</a> section for more information) or if central government offers the area an enhanced response package, a director of public health might advise a setting to temporarily reintroduce some control measures.</li></ul>					
Risk of infection caused by lack of accurate communication between school and parents/carers	3	2	0	6	<ul style="list-style-type: none"><li>• Letters to parents.</li><li>• Listening and reacting to parents/carers feedback.</li><li>• Use of website and social media.</li><li>• Communication of the following<ul style="list-style-type: none"><li>○ what pupils will be learning when in school</li><li>○ arrangements for times of school day if staggered</li><li>○ arrival and departure processes</li><li>○ uniform considerations, e.g. come in PE kit on PE days</li></ul></li></ul>	3	1	1	4



Risk of Infection or injury to staff and pupils by non-adherence to Health & Safety Policies	3	2	0	6	<ul style="list-style-type: none"> <li>Health &amp; Safety review carried out</li> <li>Fire Safety Plan review carried out Evacuation Plan updated. All Teachers with updated packs.</li> <li><a href="https://www.hse.gov.uk/coronavirus/assets/docs/working-safely-guide.pdf">https://www.hse.gov.uk/coronavirus/assets/docs/working-safely-guide.pdf</a></li> </ul>	3	1	1	4
Risk to staff wellbeing whilst working within a nonstandard environment	3	3	3	12	<ul style="list-style-type: none"> <li>The governing board and SLT will consider the mental health and wellbeing of staff (including school leaders themselves), and the need to implement supporting working practices in a way that promotes good work-life balance for teachers and leaders.</li> <li>Providing staff with as safe a working environment by <ul style="list-style-type: none"> <li>Ensuring social distancing can take place.</li> <li>Stagger staff break times</li> </ul> </li> <li>SLT to check in with phase leaders/ team managers on a weekly basis to discuss any concerns relating to safety/well-being</li> <li>SLT to have year group meetings to check on the well-being of all adults in each year group</li> </ul>	2	1	1	3
Risk of transmission whilst carrying out of school activities	3	3	3	12	<ul style="list-style-type: none"> <li>When considering booking a new visit, whether domestic or international, the school is advised to ensure that any new bookings have adequate financial protection in place.</li> <li>The school recommends that there will be no international visits before the start of the autumn term. From the start of the new school term, the school could go on international visits that have previously been deferred or postponed and organise new international visits for the future.</li> <li>The school will closely monitor the travel list (and broader international travel policy) is subject to change and green list countries may be moved into amber or red. The travel lists may change during a visit and the school must comply with international travel legislation and should have contingency plans in place to account for these changes.</li> <li>The school will speak to the visit provider, commercial insurance company, or the risk protection arrangement (RPA) to assess the protection available. Independent advice on insurance cover and options can be sought from the British Insurance Brokers' Association (BIBA) or Association of British Insurers (ABI). Any school holding ATOL or ABTA refund credit notes may use these credit notes to rebook educational or international visits.</li> <li>The school will undertake full and thorough risk assessments in relation to all educational visits and ensure that any public health advice, such as hygiene and ventilation requirements, is included as part of that risk assessment.</li> </ul>	3	2	1	7

					<a href="#">General guidance</a> about educational visits is available and is supported by specialist advice from the <a href="#">Outdoor Education Advisory Panel (OEAP)</a> .				
Risk of transmission within the school of Covid-19 by asymptomatic carriers	3	3	3	12	<ul style="list-style-type: none"> <li>• Testing remains important in reducing the risk of transmission of infection within schools.</li> <li>• Schools will provide tests for twice weekly asymptomatic testing for staff over the summer period if they are attending school settings. However, testing will still be widely available over the summer and kits can be collected either from your local pharmacy or ordered online.</li> <li>• Staff should undertake twice weekly home tests whenever they are on site until the end of September, when this will also be reviewed.</li> <li>• There is no need for primary age pupils (those in year 6 and below) to test over the summer period.</li> </ul>	3	2	1	7

\*each square to be colour coded to suit the risk rating.


**Assessor:**

T.Stevens

**School:**

Bishop King Primary School

**HeadTeacher  
Name**



**Signature:**



**Date:**

28<sup>th</sup> September, 2021

**Persons detailed below have read and understood this Risk Assessment**

<b>Name</b>	<b>Signature</b>	<b>Date</b>

**Annex A: Behaviour principles**

In light of the need for children to behave differently when they return to school, and the new systems we have put in place to support this, we have included an addendum to our behaviour policy; these are linked to our home school agreement which has been shared with all parents. Areas schools may wish to add to their behaviour policy are:

- following any altered routines for arrival or departure
- following school instructions on hygiene, such as handwashing and sanitising

- following instructions on who pupils can socialise with at school
- moving around the school as per specific instructions (for example, one-way systems, out of bounds areas, queuing)
- expectations about sneezing, coughing, tissues and disposal ('catch it, bin it, kill it') and avoiding touching your mouth, nose and eyes with hands
- tell an adult if you are experiencing symptoms of coronavirus
- rules about sharing any equipment or other items including drinking bottles
- amended expectations about breaks or play times, including where children may or may not play
- use of toilets
- clear rules about coughing or spitting at or towards any other person
- clear rules for pupils at home about conduct in relation to remote education
- rewards and sanction system where appropriate

Identify any reasonable adjustments that need to be made for students with more challenging behaviour.

### **Annex B: Principles for staff**

1. Do not come to work if you have coronavirus symptoms, or go home as soon as these develop (informing your manager), and access a test as soon as possible.
2. Clean your hands more often than usual - with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered.
3. Use the 'catch it, bin it, kill it' approach.
4. Avoid touching your mouth, nose and eyes.
5. Clean frequently touched surfaces often using standard products, such as detergents and bleach.
6. Think about ways to modify your teaching approach to keep a distance from children in your class as much as possible, particularly close face to face support (noting that it's understood that this is not possible at all times, which is why hygiene and hand cleaning is so important).
7. Consider avoiding calling pupils to the front of the class or going to their desk to check on their work if not necessary.
8. Help your class to follow the rules on hand cleaning, not touching their faces, 'catch it, bin it, kill it' etc. including by updating your classrooms displays with posters.
9. Prevent your class from sharing equipment and resources (like stationery).
10. Keep your classroom door and windows open, if possible, for air flow.
11. Limit the number of children from your class using the toilet at any one time.
12. Limit your contact with other staff members, and don't congregate in shared spaces, especially if they are small rooms.
13. Make sure you've read the school's updated behaviour policy and know what role in it you're being asked to take.

### **Annex C: Posters**

[e-Bug](#) has produced a series of helpful coronavirus posters:

- [Horrid hands](#)
- [Super sneezes](#)
- [Hand hygiene](#)
- [Respiratory hygiene](#)
- [Microbe mania](#)