

WEST SUSSEX SCHOOL COVID 19 RISK ASSESSMENT TOOLKIT:

COVID-19 RISK ASSESSMENT TOOLKIT FOR SCHOOLS

Version: This document is **version 4**, produced on **19th July 2021**.

This risk assessment toolkit is provided to assist school leaders with implementing the steps required for the management of COVID-19 after Step 4 of the [UK Government's Roadmap out of lockdown](#).

This risk assessment toolkit should be used by school leaders in West Sussex schools to enable them to comply with current UK Government guidance - [Actions for schools during the coronavirus outbreak](#) and [Health and safety: responsibilities and duties for schools](#) (see section 5).

Separate guidance is available for [early years and childcare settings](#) and additional operational guidance is available for [special schools and alternative provision](#).

The basic control measures are: -

1. Ensure good hygiene for everyone.
2. Maintain appropriate cleaning regimes.
3. Keep occupied spaces well ventilated.
4. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.

Risk assessments: There are 3 risk assessment templates in this toolkit: -

1. **School Building Assessment** - Schools are encouraged to use this to review their building's readiness for the start of the new term on 2nd September 2021. Please note that ventilation, both natural and mechanical, have been given a higher priority.
2. **Staffing / Volunteer Assessment** - An individual staff member risk assessment must be completed for each staff member and volunteer - a separate assessment should be used for each (copy and paste this assessment into a new Word document for each staff member – size A3, orientation landscape). If a staff member already has one of these from the previous version, that assessment should be reviewed.
3. **COVID-19 Assessment** - To be completed by all schools. School leaders need to think about the ongoing management of the COVID-19 hazard within the context of their own school premises, how they are used by their own staff and pupils and the UK Government's Schools COVID-19 Operational Guidance. The control measures recommended below and the Government guidance **MUST** be adapted by the school to reflect local practice. It is expected that any existing COVID-19 risk assessments will be superseded by this risk assessment.

Monitoring and review of risk assessments and control measures – School leaders must regularly review and update their risk assessments - treating them as 'living documents', as the circumstances in the school and the public health advice changes. This includes having active arrangements in place to monitor whether the control measures are effective and working as planned.

Health and Safety information and guidance can be found on WSSfS. Cut and paste this link to your browser to access the system - <http://schools.westsussex.gov.uk/P1007> - you will be asked to log in, then taken to the Health and Safety A-Z.

SCHOOL BUILDING ASSESSMENT:

Opening of the school from the start of the new term - Schools are encouraged to use this to review their building's readiness for the start of the new term.	
Person completing form (i.e. Headteacher / Premises Manager)	Nick Matthews - Headteacher
Date of assessment	29/08/2021
Review date (add subsequent lines as required)	Click or tap to enter a date.

Hazard - What can cause harm and how	Who can be harmed?	Required control measures	Comments / Notes / Actions you will take	Who will carry out the action	When is the action needed by	Action complete
Asbestos - Asbestos elements in unsafe condition - People exposed to fibres (pre-2000 buildings)	All staff and children	Check asbestos elements in relevant buildings to ensure that they have not deteriorated or been damaged during the school holidays.	Visual inspection carried out by HT during summer holiday in line with the asbestos register to check for any damage or changes to the register. Building works carried out have checked with Asbestos register first.	Headteacher	02/09/2021	29/08/2021
Cleaning - Classrooms, offices, corridors, stairs etc, unclean or defective	All staff and children	Check all classrooms, offices, corridors, stairs etc, are clean and free from defects. Regularly clean all touchable surfaces.	LP has been in and carried out a deep clean in all classrooms. Headteacher has done a walk around and checked quality of cleaning to ensure that the school has thoroughly been cleaned.	Lucy Powell & Nick Matthews	02/09/2021	23/08/2021
Contractors - Contractors who have been working on the school premises during the holidays - work areas unsafe for staff / pupils	All staff	Check that the contractor(s) has either completed the work and left the working area safe for use by the school or that the contractor has made their ongoing work area(s) sufficiently safe to minimise the risks to pupils, staff and visitors.	The school was closed for a period of 3 weeks to allow contractors to come in and carry out additional works safely. Works carried out by HT were communicated to staff and staff were advised to keep clear and the area was left safe each day, when staff were able to access the school.	Headteacher	23/08/2021	23/08/2021
Doors - Internal / external doors do not open / close / secure properly	All staff and children	Check all doors (internal and external, inc. manual, powered, revolving, roller shutter etc), to ensure that they open, close and secure as designed and are free from defects.	Headteacher has been in and ventilated all classrooms after cleaning and part of this was checking functionality of all doors and windows. One window catch was replaced and two gate fixings were changed to improve security of site.	Headteacher	30/08/2021	25/08/2021
Electricity - No supply to premises - Fire alarms, lighting etc inoperative	All staff and children	Check electricity supply is connected to the school. Check fixed wiring checks have been completed according to maintenance schedules.	SCS have completed the last 5-year wiring inspection last year, so we are in date with this. There are no visual faults on inspection by HT. One faulty item (kettle) was found in the kitchen which was knocking out the trip switch. This item is being removed and the circuit breaker has been reset. All wiring looks good and is safe, no visible signs of any damage.	Headteacher and Bursar	ASAP	24/08/2021
Electricity - Lighting not working - People unable to see to work or circulate safely	All staff and children	Check all lighting, both within buildings and externally, is working as designed. Includes all internal and exterior emergency lighting.	All interior lighting is working. The emergency lighting needs to be tested for this month and Adrian has confirmed that this will be done before the children return on Monday.	Premises Officer	06/09/2021	03/09/2021
Electricity - Electrical equipment unsafe - Electrical shocks / burns and fire	All staff and children	Staff to conduct user-checks on all items of electrical equipment used in buildings. Re-establish Portable Appliance Testing and inspection routines. Some equipment (e.g. printers) may require servicing.	Staff will be asked (via email) to visually inspect any electrical item in their classrooms prior to opening. The printer and other main electrical items in general access areas will be inspected by the HT to ensure they are safe. Electrical cupboards have been checked and they are suitable secured so children cannot easily gain access. Premises officer will be asked to double check upon his return from sickness (1/9/21)	All staff	06/09/2021	03/09/2021

Electricity - Alarm systems - Intruder / panic / accessible toilet alarms not working	All staff and children	Alarm systems to be checked for correct operation (may involve informing or consulting with external providers / alarm receiving centres). Checks should include detector / sensors, manual alarm activation points and alarm sounders / beacons.	A new intruder alarm panel has been installed this summer and this is linked direct to HT phone, to allow tracking of alarm system. This will be installed on caretakers' phone and bursars too upon return to school. Alarm system has had some work repairing a broken sensor and is working well. Fire alarm has been tested weekly and is working fine. Two fire door closures need replacing once caretaker returns next week. Accessible toilet alarm to be tested this week.	Headteacher	02/09/2021	Click or tap to enter a date.
Fire – Insufficient fire marshals – unable to ensure building has been cleared in an emergency	All staff and children	Ensure there are sufficient fire marshals to operate the school safely.	We currently have two fire marshals, which means that we have coverage every day of the week. Next term another staff member will be trained up as a fire marshal to assist and to improve coverage in absence of headteacher/bursar. We have lost one fire marshal since last term.	Headteacher	06/09/2021	30/09/2021
Fire – Staff and pupils not knowing what to do in an emergency	All staff and children	Conduct a fire drill as soon as possible at the start of term.	The plan is that a fire drill will be carried out in the second week of term, so all staff and children know/reminded what to do. This will be a new experience for Willow children. Evacuation maps are in all classrooms and staff are very well trained and aware of exactly what they need to do.	Headteacher & H&S Governor (Max)	30/08/2021	Click or tap to enter a date.
Fire – Fire detection / alarm systems not working – People not warned of fire	All staff and children	Fire detection / alarm systems to be checked for correct operation (may involve informing or consulting with external providers / alarm receiving centres). Checks should include detector / alarm heads, manual alarm activation points and alarm sounders / beacons.	Fire alarms have been tested on all open weeks of the school holidays and weekly when the school has been in use. Alarms are loud, can be heard in all locations and are serviced and in date. New panel and system installed in August 2020.	Headteacher & H&S Governor (Max)	02/09/2021	30/08/2021
Fire – Not enough portable fire extinguishers or not in place – People unable to fight minor fire	All staff and children	Check all portable firefighting appliances are in place as designed.	Headteacher has checked that all fire extinguishers are in date (until Sept 21) and are all in their assigned locations. No issues to report here.	Headteacher & H&S Governor (Max)	02/09/2021	25/08/2021
Fire – Fixed firefighting installations faulty or decommissioned – Fire not suppressed automatically	All staff and children	Check any installed, fixed firefighting systems are available, as designed.	We have no installed suppression system at the school.	Headteacher & H&S Governor (Max)	02/09/2021	27/08/2021
Fire – Fire doors faulty – Fire not contained	All staff and children	All fire doors must be checked as operating correctly, as designed, including hold-back devises.	Two faulty door closures need fixing and the return of our caretaker from long term sick will see this happening next week. Adrian is aware of this and is investigating the reason. A quote to replace this has been requested from Lucy.	Headteacher & H&S Governor (Max)	02/09/2021	27/08/2021
Fire – Fire safety signage missing – People not given fire safety information	All staff and children	Check all necessary fire safety signage is in place, as designed.	All staff have been asked to check and confirm that they have all of the signage that they need in terms of evacuation route posters and call activation posters in each classroom. Headteacher has checked communal areas of the school and replaced one missing poster.	Headteacher & H&S Governor (Max)	02/09/2021	06/09/2021
Fire – Emergency escape appliances missing – Affected people unable to exit upper stories	All staff and children	Check all emergency escape appliances (e.g. evacuation chairs) are in place as designed.	We have no permanently used upper rooms, only storage rooms. There is no emergency escape equipment for these areas as they are not required. Staff are to only go upstairs for the collection of stock, it is not a working area.	Headteacher & H&S Governor (Max)	02/09/2021	30/08/2021
Fire – Emergency escape routes are blocked – People unable to exit building safely	All staff and children.	Check all emergency escape routes are clear and lead to a safe place away from buildings.	Headteacher to do a walk around on the first day back (2nd September) to check everything is clear before children come back. A walk around was carried out by the HT on 27/8/21 and one exit was blocked and another was locked. This was fixed on this date.	Headteacher & H&S Governor (Max)	02/09/2021	27/08/2021

Fire – Muster points no longer available – People unable to muster after emergency exit	All staff and children	Check all school emergency muster points are still accessible / available.	Muster points are still useable and are easy to access. Staff are very aware of where these are and know the route used to evacuate to these places.	Headteacher	02/09/2021	27/08/2021
Fire – Flammable materials kept in an unsafe condition – Increased fire risk	All adults and children	Check all flammable and combustible materials, e.g. flammable gases / liquids etc, are stored in a safe condition (i.e. secure stowage, in sealed containers, correctly labelled.	Flammable items are locked and locked up in external buildings, mainly the shed and chemical store. Chemicals in the chemical store are safely secured following swimming pool guidelines – containers in trays. All flammable items are clearly labelled and caretaking staff and office staff know where these are in the event of an emergency. COSHH sheets are available for all chemicals in use in school.	Headteacher & H&S Governor (Max)	30/01/2021	30/01/2021
Fire – External waste bins incorrectly stored – Available to arsonists	All adults and children	Check external waste bins are stored in secure storages, away from buildings.	Bins are located away from the school building, within a secure compound and are at least 10m from the building. Bins on the playground are located away from the building at a safe distance too. Although the bins are behind secure gates, it would be possible to get in should someone really wish to due to the natural/historic features of the school.	Headteacher/caretaker	02/09/2021	27/08/2021
First Aid - Insufficient number of 1 st aiders - Unable to provide 1 st aid to staff or pupils	All adults and children	Check the school has sufficient number of 1 st aid trained staff to operate safely.	The school currently has 6 first aiders, one of which is paediatric. There is a plan to get more staff, including some teachers and office staff, trained over the next year to improve provision. However, we currently have a suitable number of qualified staff (St John's)	Headteacher & H&S Governor (Max)	02/09/2021	27/08/2021
First Aid - 1 st aid kits missing or poorly stocked – People not having access to 1 st aid	All adults and children	Check all 1st aid kits are in place as designed and the kits are fully stocked.	Chloe Munday to check first aid kits are all up to date and fully stocked for the year ahead. She will communicate any orders with Susie to ensure that we have all we need to reopen.	Chloe Munday	02/09/2021	Click or tap to enter a date.
First Aid – 1 st aid signage missing – People not given 1 st aid information	All adults and children	Check all necessary 1 st aid signage is in place, as designed.	A visual inspection of the building showed correct signage across the school. Medical cupboards were labelled as was EpiPen storage and Ventolin. Children's personalised asthma boxes will need updating the first week back to ensure they have the correct class names on them.	Chloe Munday & Headteacher	02/09/2021	Click or tap to enter a date.
Gas safety – Gas supply disconnected – Unable to heat the building etc	All adults and children	Check gas supply is safely connected, especially that which is needed for heating the school or cooking (where applicable).	Gas supply appears to be safely connected. Walk around of school detected no smell of gas. Gas cooker in Orchard room is working as it should od and appears safe for use. Only other location of gas is boiler room. Caretaker will do his own walk and double check upon return (before first day back).	Caretaker/ Headteacher	02/09/2021	02/09/1981
Gas safety – Gas appliance annual check has lapsed during vacancy – Gas appliance is unsafe	All adults and children	Check all gas appliances are in-date for annual statutory service / examination / inspection.	SSE carry out all of our gas safety work and they are in date with the annual services. Date of next service is: TBC	Caretaker/ Headteacher	02/09/2021	27/08/2021
Gates – Not operating correctly – People unable to circulate	All adults and children	Check all gates (manual and powered) to ensure that they open and close as they are designed to do. Includes pedestrian gates and vehicle gates.	All gates have been checked by the HT during the holidays. Two gate latches have been replaced to increase security. The main pedestrian gate still needs a little work to secure 100% closure. It is safe, but we are just trying to adjust this (31/8/21). All gates open as necessary and are safe to use.	Caretaker/ Headteacher	02/09/2021	27/08/2021
Lifting equipment – Equipment statutory examination and servicing has expired – Equipment is unsafe to use	All adults and children	Check all lifting equipment (e.g. hoists, changing tables etc) are in-date for service / examination / inspection if their statutory examination /	Not applicable due to no access to these in our building	Not Applicable	02/09/2021	Click or tap to enter a date.

		maintenance date has expired during the vacancy.				
Lifting equipment – Equipment not functioning correctly	N/A	Check all lifting equipment to ensure that it is functioning as designed.	Not applicable due to no access to these in our building	Not Applicable	02/09/2021	Click or tap to enter a date.
Passenger, goods and wheelchair lifts - Lift statutory examination and servicing has expired – Lift is unsafe to use	N/A	Check all lifts are in-date for maintenance / inspection and if their statutory examination date has expired.	Not applicable due to no access to these in our building	Not Applicable	02/09/2021	Click or tap to enter a date.
Passenger, goods and wheelchair lifts - Lift not functioning correctly	N/A	Check all lifts to ensure that they are functioning as designed, including lift failure devices and procedures.	Not applicable due to no access to these in our building	Not Applicable	02/09/2021	Click or tap to enter a date.
Rodent / pest infestations – Infestations have occurred during vacancy - Health hazard to pupils and staff	All adults and children	Inspect premises for any signs of infestation (e.g. rodents, insects). Local Authority Pest Control may be able to advise.	No issues detected. The school is currently under service by Eradipest who carry out routine pest control. No further action needed here at present.	Caretaker/ Headteacher	02/09/2021	27/08/2021
'Sharps' - Broken glass, discarded needles etc left in the premises grounds – pupils at risk of cuts etc	All adults and children	Check the grounds for any 'sharps' that may have been left by vandals etc.	HT has carried out several site walks, including random pathways across the school field. On Saturday 4th parents are coming in to complete a grounds Day and the site will again be checked at this time. The final check will be by HT/caretaker on 6th January, when the children are due back in.	Caretaker/ Headteacher	02/09/2021	27/08/2021
Ventilation – Mechanical ventilation not working – Indoor air quality is poor within buildings	All adults and children	Check all powered ventilation systems and installations are working as designed and have been regularly maintained. Includes extractor fans set into windows and ceilings (e.g. in WCs). See also HSE guidance.	CO2 meters have been ordered by Govt and they should be with us later this term to begin to monitor CO2 use. Ventilation is easily accessible in all locations, other than the girl's toilet. This is going to be our first focus when we get CO2 meter. Air quality does not appear to suffer as a result due to lower usage of this room.	Caretaker/ Headteacher	02/09/2021	27/08/2021
Water supply and drains – Water supply not connected – Toilets unable to be flushed, sinks and showers not available for washing, sprinkler systems unavailable	All adults and children	Check hot and cold water systems (and drainage systems if applicable) are connected and available, especially if the school has a sprinkler system.	Upon visual inspection by headteacher there appeared to be no issues with the toilets or any drainage. HT to check with caretaker upon return to ensure that there are no further subsequent issues since he has returned. There is no sprinkler system in the school.	Caretaker/ Headteacher	02/09/2021	27/08/2021
Water supply – Legionella bacteria – People at risk of infection	All adults and children	Check all water systems (testing / maintenance) according to school's legionella risk assessment, especially aerosol-generating systems (e.g. showers) where aerosol-free flushing will be required prior to use. Consider pasteurising and flushing hot water systems.	The headteacher carried out the legionella checks at the end of term and Adrian has confirmed that they will be repeated before the children return to school on Monday. All taps were opened up and run for two mins upon the headteacher returning after the school was reopened to staff.	Caretaker/ Headteacher	02/09/2021	02/09/2021
WCs and washing facilities - WCs and washing facilities are unclean – people unable to practise personal hygiene	All adults and children	Check all WCs and washing facilities are clean, free from defects and stocked with relevant essential items (e.g. toilet rolls, soap, towels etc).	Lucy has done a deep clean of all toilet in the school. This has been checked by the headteacher and they are safe, clean and ready for use. In September the toilets will go back to being used as boys and girls, as well as separate reception toilets. This will mean that we can have a disabled access toilet available for use to those that need it.	Caretaker/ Headteacher	02/09/2021	23/08/2021
Windows – Windows and skylights etc are defective and affecting circulation of air / ventilation	All staff and children	Check all windows can be opened fully (or as far as their window restrictors will allow) to maximise natural ventilation. See also HSE guidance.	Most windows open effectively. Those that do not are in an area where there is already satisfactory provision of open windows (hall) and so ventilation is currently not an issue here. One window pane will need replacing as it is cracked slightly, but is safely behind safety film. Some windows are a little stiff but due to them being wooden they do warp in winter months. We have trimmed them as	Caretaker/ Headteacher	02/09/2021	27/08/2021

			much as we safely can, without creating a draft issue.			
--	--	--	--	--	--	--

STAFF / VOLUNTEER ASSESSMENT:

Assessment of the vulnerability of staff / volunteers - A risk assessment can be completed for each staff member or volunteer before they attend school for work.	
Staff member's (or volunteer's) name	Click or tap here to enter text.
Job Title	Click or tap here to enter text.
Person completing form (i.e. line manager)	Click or tap here to enter text.
Date of assessment and how long assessment is valid for (i.e. date of next review)	Click or tap to enter a date.
First review date (add subsequent lines as required)	Click or tap to enter a date.
Any Known Chronic (i.e. long-term) health conditions	Click or tap here to enter text.
Head teacher's decision - Can this staff member come in to work in the school? YES or NO	Choose an item. If any applicable line in this risk assessment cannot achieve an agreement between a staff member and their manager, then the answer to this question is ' NO '.

How risk of harm can be increased	Does this apply?	Recommended control measures	Control measures you will implement / Actions you will take	Who will implement	When this is needed by	Date action complete
THE EMPLOYEE						
The staff member is in the 'clinically extremely vulnerable category' or has received a letter from NHS advising them to 'shield' See Govt. guidance.	Choose an item.	If Govt instructions are for this group to shield; Staff member must be supported to work at home. If they cannot work from home, they must not come into the school. In this case, do not proceed further with this risk assessment. Instead, contact the school's HR advisor for advice.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap to enter a date.	Click or tap to enter a date.
		If Govt. instructions permit this group to return to work: Staff member may come into the school so long as the school is COVID-secure and their tasks or activities are also COVID-secure. Staff members in this category should limit the close contact they have with those they do not usually meet with.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap to enter a date.	Click or tap to enter a date.
The staff member is an expectant or nursing mother See Govt. guidance.	Choose an item.	If the staff member is less than 28 weeks pregnant with no underlying health conditions: Line manager must complete a New & Expectant Mother's Risk Assessment. See the H&S page1217 on WSSfS. Staff member may come into the school so long as the school is COVID-secure and their tasks or activities are also COVID-secure.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap to enter a date.	Click or tap to enter a date.

	Choose an item.	<p>If the staff member is 28 weeks pregnant and beyond or with underlying health conditions that place them at a greater risk of severe illness from coronavirus: Line manager must review the New & Expectant Mother's Risk Assessment.</p> <p>Staff member may still come into the school so long as the school is COVID-secure and their tasks or activities are also COVID-secure, but line manager must take a more precautionary approach. Staff member should be supported to work at home where possible or redeployed.</p> <p>Where adjustments to the work environment and role are not possible and alternative work cannot be found, the staff member may be suspended on paid leave. Advice on suspension and pay can be found in HSE guidance.</p>	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap to enter a date.	Click or tap to enter a date.
	Choose an item.	<p>If the staff member is a nursing mother: Line manager must complete / review the New & Expectant Mothers Risk Assessment. See the H&S page 1217 on WSSfS.</p>	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap to enter a date.	Click or tap to enter a date.
<p>The staff member has been given specialist advice by a competent clinician (e.g. NHS, GP, Occ. Health etc) to stay away from their workplace or work setting for reasons other than being Clinically Extremely Vulnerable</p> <p>See Govt. guidance.</p>	Choose an item.	<p>Line manager must consider this when deciding if the staff member should continue work in the school.</p> <p>Any recommended adjustments should be implemented.</p> <p>Line manager should discuss the outcome with the school's HR Advisor where the staff member is not able to attend work and / or home working is not an option or if needing a referral to Occupational Health (see page 1222 on WSSfS).</p>	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap to enter a date.	Click or tap to enter a date.
<p>The staff member has one of the following protected or personal characteristics not covered by the previous questions and which increase the risk of poorer COVID-19 outcomes:- Male sex; Black or Asian ethnicity; Diagnoses of dementia.</p> <p>See Govt guidance.</p>	Choose an item.	<p>Staff member may come into the school so long as the school is COVID-secure and their tasks or activities are also COVID-secure.</p>	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap to enter a date.	Click or tap to enter a date.
<p>The staff member lives in the same household as a person in the clinically vulnerable, extremely vulnerable category or Black, Asian and Minority Ethnic (BAME) group</p>	Choose an item.	<p>Staff member may come into the school so long as the school is COVID-secure and their tasks or activities are also COVID-secure.</p>	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap to enter a date.	Click or tap to enter a date.

WORK TASKS AND ACTIVITIES						
<p>The staff member will need to make close contact with another person (i.e. a pupil with special needs) (In this context, close contact means physical contact is needed to deliver the support, e.g. feeding, bathing, etc and where exposure to a respiratory aerosol is likely)</p>	Choose an item.	Line manager must complete a risk assessment according to the requirements of the Govt. guidance on infection prevention and control.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap to enter a date.	Click or tap to enter a date.
EMPLOYEE CONCERNS AND SUPPORT						
<p>The staff member will work at home or remotely (either some of their time or all of their time)</p>	Choose an item.	Line managers and staff members must follow the corporate guidance and complete relevant risk assessments on Home Working, Lone Working and Display Screen Equipment (see H&S pages 1293, 1189 and 1093 respectively on WSSfS).	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap to enter a date.	Click or tap to enter a date.
		Line manager must check-in with home / remote working staff regularly to enquire about their wellbeing and supply of any necessary equipment / materials, problems with tasks, etc.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap to enter a date.	Click or tap to enter a date.
<p>The staff member has genuine concerns about working in the school</p>	Choose an item.	Line manager must discuss with the staff member their concerns, review task and activity risk assessments and, if relevant, complete a stress risk assessment with the intention of trying to enable the staff member to continue their work if possible. Line manager may also consult with the school's HR Advisor on possible alternatives for remote working for that employee.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap to enter a date.	Click or tap to enter a date.
		24 hour confidential support for managers and staff is available using the WSCC Employee Assistance Programme (EAP) which can be found on page 1086 in WSSfS.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap to enter a date.	Click or tap to enter a date.
LINE MANAGER MUST NOW RETURN TO THE TOP OF THIS SECTION AND DECLARE WHETHER OR NOT THE STAFF MEMBER CAN WORK IN THE SCHOOL.						

COVID-19 ASSESSMENT:

Actions which apply to all schools opening at the start of the new term - Schools must use this to COVID-19 readiness for the start of the new term	
1. Schools must refer to the Government Guidance ' Schools COVID-19 Operational Guidance ' when completing this risk assessment. School leaders should be aware that Govt. guidance is likely to change and that they must review this risk assessment accordingly.	
2. A completed copy of this risk assessment should be posted on the school's website.	
Person completing form (i.e. Headteacher / Premises Manager)	Headteacher
Date of assessment	29/08/2021
Review date (add subsequent lines as required)	Click or tap to enter a date.

How harm can be caused	Who can be harmed?	Recommended control measures	Control measures you will implement / Actions you will take	Who will implement	When this is needed by	Date action complete
GOOD HYGIENE FOR EVERYONE:						
Poor standard of hand hygiene – Personnel becoming infected due to poor standards of hand hygiene of others	All staff and children	Frequent and thorough hand cleaning should be regular practice. Ensure that staff and pupils can clean their hands regularly with soap and water or hand sanitiser (recommended 70% alcohol). Display instructive posters.	All staff are expected to clean hands upon arrival to the school building using sanitiser by the signing in system. The school will continue with their regular handwashing/sanitising system of start of school, before & after break, before lunch, after lunch, before home, before and after PE. Children will also wash hands after sneezing or coughing. This will be for adults as well as children. The school has a large supply of 70+% sanitiser for use and each class has it's own bottle.	All staff in the school	Upon return in September.	06/09/2021
Poor standard of respiratory hygiene – Personnel becoming infected due to poor standards of respiratory hygiene of others	All staff and children	The 'catch it, bin it, kill it' approach should be promoted. Display instructive posters. Promote the importance of staff and pupils carrying tissues with them. Have spare tissues available. Provide bins for the disposal of soiled tissues. Encourage good hand hygiene. Ensure bins are regularly emptied / disposed.	All staff have been asked to check that 'Catch it, bin it' poster is displayed in all classrooms. Staff will remind children of how to have good respiratory hygiene when in class during the first week back. All staff are aware of the school supply of tissues and will ensure their classroom is suitably stocked (with help of caretaker). All bins in school have swing lids to reduce infection. All bins will be emptied daily to ensure hygiene is not compromised. Staff will monitor children for any symptoms and will act as appropriate should they feel a child in their class has so. Good ventilation in classrooms is important and teachers are requested, where possible, to keep windows and doors open.	All school staff	06/09/2021	03/09/2021
Lack of Personal Protective Equipment (PPE) - Personnel exposed to infection – Required if a pupil has routine intimate care that requires staff to use PPE and if a pupil displays COVID-19 symptoms and close contact is required and when performing aerosol generating procedures (AGPs)	School based staff	Keep a supply of PPE for occasions where it is required. Including: - Disposable gloves. Disposable plastic apron. Fluid repellent surgical mask. Eye protection - where there is risk of eye contamination from respiratory droplets or from splashing of secretions. Additionally for AGPs: - Long-sleeved disposable fluid repellent gown. FFP3 Respirator.	No students with intimate care plans in school. Upstairs in the book room we have a good supply of PPE including medical face masks, gloves, aprons etc. These are for use by anyone who needs them. A small supply will be kept in the medical cupboard for people to access quickly in the event of needing to isolate someone. Staff will be reminded that they need to wear suitable PPE when they are treating first aid, including gloves and facemasks, as they are getting much closer to children.	Headteacher	02/09/2021	31/08/2021

		Provide face fit testing for FFP3 masks (usually undertaken annually over summer or very early autumn to ensure completed before winter). Provide training on how to put-on, remove and dispose of used PPE. Provide arrangements for disposal of PPE.				
MAINTAIN APPROPRIATE CLEANING REGIMES, USING STANDARD PRODUCTS SUCH AS DETERGENTS:						
Poor cleaning regimes – Personnel exposed to infection from transferring contamination on touched surfaces to nose/mouth	All staff and students	Arrange a regular cleaning schedule (e.g. twice per day) of frequently touched surfaces (i.e. surfaces which are touched by several people, e.g. door handles). Arrange/enable cleaning of shared equipment.	The school will continue to be cleaned more frequently. We will carry out two classroom cleans a day, one at lunchtime which will be managed mainly by classroom staff. This will include all tables, backs of chairs, sinks, door handles and any other high frequency touch point. All classrooms will again be cleaned at the end of the day by our cleaner. In the event of additional rate increases, we have capacity to increase this back up to 3 times a day, bringing in a clean at breaktime again. Normal cleaning chemicals to be used for this. Some equipment will be cleaned between use, but mainly the children will clean hands before and after use of shared items.	Classroom staff	06/09/2021	06/09/2021
KEEP OCCUPIED SPACES WELL VENTILATED:						
Poorly ventilated occupied indoor spaces – Increased risk of infection via higher concentration of contaminated droplets in the air	All staff and students	Identify poorly ventilated occupied indoor spaces. Take steps to improve fresh air supply to those spaces. Minimise occupant numbers who are using hard to ventilate spaces. Purge spaces when they are unoccupied. If using Co2 detectors to measure fresh air supply rate, refer to the levels given in the HSE and CIBSE guidance and seek the advice of a building services engineer on what type of Co2 detector to use and how to use one. If Co2 levels remain above the HSE and CIBSE advisory levels in an occupied indoor space, consider: - <ul style="list-style-type: none"> • Maximising window and non-fire door opening; • Increasing air purging opportunities; • Reducing occupancy numbers in affected spaces; • Reducing occupancy time in affected spaces; • Using air cleaning and filtration units (see HSE and CIBSE guides and seek the advice of a building services engineer). Balance the need for increased ventilation while maintaining a comfortable temperature. Note: Maintenance of either ventilation or temperature levels must not be by the practice of propping open fire doors unless those fire doors are fitted with hold-back devices which are directly linked to	The school is due to get some CO2 detectors later this term. When these arrive, we will place them in rooms around the school and will identify those rooms where ventilation is good and those where it is poor. All classrooms will be asked to keep windows open and where possible (it not being too cold) to keep doors open, particularly for the first few weeks when the Covid rate is expected to increase significantly due to the tourism in our area. All exterior classroom doors are not fire doors, so they can be left open, any other door that is a fire door has a door guard on it to close the door in the event of a fire. The toilets are one area that is likely to have lower ventilation rates due to them being internal rooms, we may need to look at this carefully when we get the CO2 measures. However, we are restricting use of these and each member of staff can only send one child from their class at any given time. This would mean a maximum of three children at absolute most at any given point in time, in the toilet. Should we have any events where we invite parents in then we will always try to use the biggest available space (Hall) and all possible windows and doors will be open.	Headteacher and caretaker	02/03/2021	27/08/2021

		and released by the building's fire alarm system.				
FOLLOW PUBLIC HEALTH ADVICE ON TESTING, SELF-ISOLATION AND MANAGING CONFIRMED CASES OF COVID-19:						
An individual develops COVID-19 symptoms or has a positive test – Personnel exposed to increased risk of infection from symptomatic/positive person	All staff and children	Brief and remind staff and pupils to not come into school if they have C19 symptoms, have a C19 positive test result or other reasons requiring them to stay at home due to C19 (e.g. they are required to quarantine). Have arrangements for anyone in the school who develops C19 symptoms to be sent home (avoiding public transport) and told to follow public health advice . Have arrangements in place to isolate a C19 symptomatic person while awaiting collection (consider ventilation and PPE if this person cannot be left alone and room cleaning after they have left). Brief and remind staff and pupils that, if anyone in their household is a possible or confirmed C19 positive, that they should not attend school .	Parents will be sent a letter on Tuesday 31st August that will outline what to do in the event of a child getting symptoms. This is in follow up to a blog article which explained everything on Friday 27th September. At INSET day on Thursday 2nd staff will be reminded about not coming in with any symptoms and what they should do. A flowchart to help them all to understand the chain of events will be sent out to all families and staff. Should someone develop symptoms at school then they will be sent to the Orchard room and the office will be notified. Here a first aider will be called to isolate the individual while their parents come to collect them. This room is well ventilated and is close to PPE store. Parents will always be called if there is suspicion of any symptoms. Staff and children who are a close contact can now return to school if they are either under 18, are an adult and have had 2 vaccinations, or are medical unable to get a vaccination. All staff will continue with LFD tests at home.	Headteacher	02/09/2021	02/09/2021
Asymptomatic testing – Personnel exposed to increased risk of infection from symptomatic/positive person	All staff and children	Brief and remind staff and pupils to continue twice weekly home testing up until the end of September 2021. Secondary schools only - Retain a small asymptomatic testing site (ATS) on-site until further notice so they can offer testing to pupils who are unable to test themselves at home. Secondary schools only – Ensure arrangements are in place to test year 7 pupils at the ATS at the start of the autumn term.	All staff have access to, and are encouraged to, complete twice weekly LFD tests. These are stored in the HT office (locked away) and they are signed out by staff as they need them. All results are uploaded to the NHS site and the school Google Form. Should a positive LFD result come back staff are asked to contact Nick directly to report this for immediate attention.	Headteacher and all staff	02/09/2021	02/09/2021
Confirmatory PCR tests - Personnel exposed to increased risk of infection from symptomatic/positive person	All staff and children	Brief and remind staff and pupils with a positive LFD test result to self-isolate in line with the stay at home guidance and to get a free PCR test to check if they have COVID19 (they should continue to self-isolate while awaiting the result).	In the event that any child or adult tests positive on an LFD test then we request that the child/adult attends Tangmere or another local site, to get a PCR test. For those families who travel is more complicated, we issue a home PCR tests kit. The person with symptoms stays at home until a negative result comes back. We ask that parents share their results with us. Tests are recorded at school.	Headteacher and Office staff	Ongoing	02/09/2021
Clinically Extremely Vulnerable (CEV on Shielded Patient List) attending school – CEV pupils at increased risk of a poor outcome if exposed to infection See Govt. guidance	All staff and children	Remind CEV pupils that they should attend their education setting unless they are under paediatric or other specialist care who have been advised by their GP or clinician not to attend (see supporting pupils at school with medical conditions). Staff members who are in the CEV category may return to school but school leaders should take account of this in their Staff / Volunteer Assessment (see previous assessment page).	With the current guidance there is no child who would qualify for needing to be kept at home so all families will be expected to send their children in to education each day. The attendance policy and codes will be used to follow up with families. We do have a pregnant member of staff and I am meeting with them on Monday 6th to discuss this further.	Headteacher	02/09/2021	27/08/2021
Contractors and others visiting the school – Contractors and other visitors not	Click or tap here to enter text.	Provide contractors and other visitors with information about the school's C19 control measures and ways of working.	Office staff will meet with contractors at sign in and share with them the school's current arrangements for working with C19 in line with the	Office staff	01/09/2021	01/09/2021

adhering to the school's C19 measures and risking cross-infection			current regulations. This will vary as and when governmental policy changes on this.			
OTHER CONSIDERATIONS:						
Face coverings - Personnel exposed to increased risk of infection from symptomatic / positive person	All adults and staff – parents and staff	Currently, there is no national requirement for pupils, staff and visitors either in classrooms or in communal areas to wear face masks. However, Director of Public Health has advised that head teachers may wish to consider their continuing use in specific circumstances, e.g. in response to cases; this includes public transport and dedicated transport to school. The Director of Public Health may order the reinstatement of face coverings if there is an outbreak.	Face coverings are no longer required to be worn around the building by staff - children have never had to wear these. Staff are not expected to wear face coverings when out on the playground any longer. Parents will not be expected to wear face coverings on pick up, but if they are to come into school for large class meetings/gatherings then they will be requested to wear a face covering until this is reviewed again at the end of October half term. Those that are exempt are not expected to wear masks. Any staff or parent is welcome to wear a mask at any point should they feel more comfortable doing so.	All staff and parents	06/09/2021	31/08/2021
Pupil wellbeing and support - Pupils experiencing emotions in response to the C19 pandemic, such as anxiety, stress or low mood	All pupils	Refer to sources of support on promoting and supporting mental health and wellbeing in schools .	We will be continuing to operate our wellbeing register each day. This gets children to record how they are feeling. Nay low scores are quickly picked up upon by the class TA or by the teacher and support is put in place to help these children. RSHE this year will look at wellbeing units and will help the children to know how to look after their own wellbeing. We now also have wellbeing activities on the wall for children who are struggling, these can be accessed at break and at lunch. Bailey our wellbeing dog will be back in to work with some children and Mrs Price will be starting as an ELSA worker, picking up on the wellbeing of specific individuals across the school (who will be identified by class teachers).	Classroom staff	06/09/2021	06/09/2021
Educational visits - Personnel exposed to increased risk of infection	All teachers and pupils	If educational visits are to be undertaken, refer to the Govt's general guidance which is supported by specialist advice from the Outdoor Education Advisory Panel (OEAP) .	Educational visits are allowed again and they will have their normal risk assessment completed, along with additional Covid related risks. Should these C19 risks not be able to be mitigated then the trip will not go ahead. We will continue to follow the latest guidance on school trips. If there is a local outbreak, we will revisit this in line with our outbreak plan.	Teachers	06/09/2021	27/08/2021
Extra-curricular activities - Personnel exposed to increased risk of infection	Club Staff	Refer to the Govt. guidance for providers who run community activities, holiday clubs, after-school clubs, tuition and other out-of-school provision for children	Any child who we feel has any symptoms will not be allowed to attend any ECA, they will be sent home. We will ensure good communication between school and club provider. All staff who run clubs will be following guidance from their sports NGA and these will be there to keep them safe. PPE will be available to club staff and school staff may be required to assist with First Aid if it is needed.	Club Staff	06/09/2021	31/08/2021
School transport - Personnel exposed to increased risk of infection	N/A	Contact your transport provider to find out what measures they are taking on transport from the autumn term 2021. Consider what the PPE requirements are for passenger assistants. Refer to Govt. guidance .	This does not apply to our children as parents bring them to school.	N/A	N/A	N/A
Outbreak Management Plan - If you have several confirmed cases within 14 days, you may have an outbreak	All staff and children	Refer to the Govt's Contingency framework: education and childcare settings and draw up outline plans to respond to an outbreak.	An outbreak management plan has been written by the HT and this will be reviewed by the governors at the next meeting. It will be available from the SLT in the event of an increase in	Headteacher	ASAP	31/08/2021

		For schools that subscribe to The Key, there is an Outbreak Management Plan template available to members.	numbers of positive cases and a change in the national Covid picture. Previous restrictions may be reinforced to temporarily keep all staff and children safe.			
--	--	--	--	--	--	--