# Coronavirus Risk Assessment for Schools (Primary and Secondary)

This template risk assessment is intended to help you document the risk control measures you have introduced within the workplace to control the spread of coronavirus (COVID-19). It is not a School Continuity Plan.

**You must modify this risk assessment to ensure it reflects your activities and the specific risks and controls you have in place.**

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| Location/Dept: | | | | | | Date Assessed: | Assessed by: | | | |
| Task/Activity:  School establishments during the coronavirus (COVID-19) pandemic | | | | | |  | Reference Number: | | | |
|  | | | Risk rating before implementing control measures | | |  | Risk rating after implementing control measures | | |  |
| Activity/Task | Hazard/Risk | Person at Risk | Likelihood  (1-5) | Severity  (1-5) | Risk/ Priority | Control Measures in Place | Likelihood  (1-5) | Severity  (1-5) | Risk/ Priority | Additional Control Measures Required |
| Minimise contact between individuals and maintain social distancing wherever possible | Contact with persons suffering from coronavirus | Employees  Pupils/students  Contractors  Visitors  Volunteers | 5 | 5 | 25 | We will apply the principles laid out by the government.  We will follow our school Outbreak Management Plan. |  | 5 |  | Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.  <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools> |
| Measures within the classroom | Contact with persons suffering from coronavirus | Employees  Pupils/students  Contractors  Visitors  Volunteers | 5 | 5 | 25 | We will aim to maintain a distance between people to lower the risk of transmission where possible.  Staff in secondary schools will maintain distance from their pupils, staying at the front of the class. |  | 5 |  | Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.  <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools> |
| Measures elsewhere | Contact with persons suffering from coronavirus | Employees  Pupils/students  Contractors  Visitors  Volunteers | 5 | 5 | 25 | We will implement staggered break and lunch times (and allow time for cleaning surfaces in the dining hall between groups).  We will also plan how shared staff spaces are set up and used to help staff to distance from each other.  Use of staff rooms will be minimised.  We will inform parents and pupils not to gather at the school gate and visitors will not be allowed on site without an appointment.  School transport will be used in the following means:   * Hand sanitiser used before boarding and unboarding; * Regular cleaning of transport; * Organised queuing and boarding; * Ventilation where possible; and * We will establish maximum occupancy numbers in accordance with the above.   Educational visits can be conducted. We have contingency plans in place for countries being visited and where travel lists may change during the trip. Refer to our educational visits risk assessments.  We will follow the COVID-19 Practical Lessons in Schools CLEAPSS guidance and implement the additional control measures as recommended. |  | 5 |  | Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.  <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>  <https://www.gov.uk/guidance/ofsted-coronavirus-covid-19-rolling-update> |
| Other considerations | Contact with persons suffering from coronavirus | Employees  Pupils/students  Contractors  Visitors  Volunteers | 5 | 5 | 25 | Where a child routinely attends more than one setting on a part-time basis, we will work through the system of controls collaboratively, enabling them to address any risks identified and allowing them to jointly deliver a broad and balanced curriculum for the child.  Undertake the WorkNest COVID-19 Daily Management Checklist.  Undertake the WorkNest COVID-19 Daily Cleaning Checklist which will act as the cleaning schedule to ensure enhanced cleaning.  Undertake the WorkNest COVID-19 Vulnerable Persons Risk Assessment.  Up-to-date emergency contact details held.  New and expectant mothers risk assessment completed.  Windows opened to allow ventilation (refer to the ‘Risk Assessment Template – Ventilation in Schools’ document on WorkNest’s Coronavirus Advice Hub).  WorkNest’s COVID-19 Policy in place.  WorkNest’s Health and Wellbeing Policy in place.  Regular family contact to ensure that children from families with symptoms do not attend school.  Refer to separate children with (EHC) Plans in place risk assessments.  Cycle storage facilities available – employees and pupils encouraged to walk/cycle to school (where feasible).  Adequate supplies of face masks, eye protection, gloves and aprons are available for pupils who become unwell at school and need direct personal care – two-metre distancing cannot be maintained.  Records maintained of staff/pupils who have been tested for COVID-19.  Close liaison between families regarding symptoms – we will not monitor temperatures.  Usage of WorkNest’s COVID-19 Toolbox Talk for staff and pupils/students.  Tissues and sufficient bins provided.  Pupils, staff and adult visitors will be required to wear face coverings in line with current government guidance.  Persons worried about symptoms should use the NHS 111, only call if they cannot get help online, and NOT go to their GP or other healthcare centre. |  | 5 |  | Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.  <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>  <https://www.gov.uk/guidance/ofsted-coronavirus-covid-19-rolling-update>  Local lockdown action plan to be put in place.  <https://www.gov.uk/guidance/education-and-childcare-settings-new-national-restrictions-from-5-november-2020#schools> |
| Physical Education | Contact with persons suffering from coronavirus | Employees  Pupils/students  Contractors  Visitors  Volunteers | 5 | 5 | 25 | External facilities can also be used in line with government guidance for the use of, and travel to and from, those facilities. We will refer to the following advice:   * Guidance on the [phased return of sport and recreation](https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-andrecreation); * Guidance from [Sport England](https://www.sportengland.org/how-we-can-help/coronavirus); * Guidance from the [Association for Physical Education](https://www.afpe.org.uk/physical-education/wp-content/uploads/COVID-19-Interpretingthe-Government-Guidance-in-a-PESSPA-Context-FINAL.pdf); and * Guidance from the [Youth Sport Trust](https://www.youthsporttrust.org/coronavirus-support-schools). |  | 5 |  |  |
| Working in the school | Contact with persons who may have been exposed to coronavirus | Employees  Pupils/students  Contractors  Visitors  Volunteers | 5 | 5 | 25 | Employees who are suspected to have coronavirus are to self-isolate in accordance with the government guidance.  Other persons who may have been exposed to coronavirus will follow the relevant government guidance relating to self-isolation.  We understand the NHS Test and Trace process and how to contact the local Public Health England health protection team. Close contacts will be identified via NHS Test and Trace. We will work with Health Protection teams in case of a local outbreak.  We will follow guidance on the [cleaning of non-healthcare settings](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings).  We will ensure that staff members and parents/carers understand that they will need to be ready and willing to follow instructions given to them.  We will not request evidence of negative test results or other evidence before allowing back into school. |  | 5 |  | Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.  <https://www.gov.uk/guidance/travel-advice-novel-coronavirus>  Usage and passing of testing kits to parents, etc. Advice will be given to parents on the usage of testing kits. |
| Working in the school | Contact with persons who may have been exposed to coronavirus – vaccinations | Employees  Pupils/students  Contractors  Visitors  Volunteers | 5 | 5 | 25 | Where eligible, employees are strongly recommended to take part in the government’s vaccination programme for COVID-19 to prevent the spread of the virus and help protect everyone within the workplace. |  | 5 |  | Official information from government health authorities about the vaccine is available on the NHS website.  <https://www.nhs.uk/conditions/coronavirus-covid-19/coronavirus> |
| Working in the school | Contact with packages (food, stationery, post deliveries) or items handled by persons who may have been exposed to coronavirus | Employees  Pupils/students  Contractors  Visitors  Volunteers | 5 | 5 | 25 | All existing risk assessments will be maintained and followed. There is currently no perceived increase in risk for handling post or freight from specified areas.  We have updated our behaviour policies with any new rules/policies and will consider how to communicate rules/policies clearly and consistently to staff, pupils and parents, setting clear, reasonable and proportionate expectations of pupil behaviour.  Kitchen staff to maintain good hygiene in line with the school’s HACCP. A separate school catering risk assessment has been completed.  Posters promoting good hand hygiene displayed in food areas. |  | 5 |  | Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible. |
| Working in the school | Disposal of waste that may be contaminated by a coronavirus sufferer | Employees  Pupils/students  Contractors  Visitors  Volunteers | 5 | 5 | 25 | All waste that has been in contact with the relevant person, including used tissues, and masks if used, should be put in a plastic rubbish bag and tied when full. The plastic bag should then be placed in a second bin bag and tied. It should be put in a safe place and marked for storage until the result is available. If the individual tests negative, this can be put in the normal waste.  Should the person test positive, the Health Protection Team will provide instructions about what to do with the waste. |  | 5 |  |  |
| Working in the school | Contracting and spreading of infection – personal hygiene | Employees  Pupils/students  Contractors  Visitors  Volunteers | 5 | 5 | 25 | Basic infection controls should be followed as recommended by the government:   * Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze. * Put used tissues in the bin straightaway. * Wash your hands with soap and water often – use hand sanitiser gel if soap and water are not available. * Try to avoid close contact with people who are unwell. * Clean and disinfect frequently-touched objects and surfaces. * Do not touch your eyes, nose or mouth if your hands are not clean.   Pupils asked to clean hands when arriving at school, returning from breaks, after using changing rooms, and before and after eating. Hand sanitiser to be available in each classroom (in use), entrances and exits of buildings, and near lunchrooms and toilets.  We will minimise contact with individuals who are unwell by ensuring that those who have [coronavirus (COVID-19) symptoms](https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works#people-who-develop-symptoms-of-coronavirus) do not attend school.  NHS Test and Trace will work with us and positive cases to identify close contacts.  We will ensure that pupils, staff and other adults do not come into the school if they have coronavirus (COVID-19) symptoms or have tested positive in at least the last 10 days and ensure anyone developing those symptoms during the school day is sent home.  All schools will follow this process and we will ensure all staff are aware of it.  If a child is awaiting collection, they will be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age and needs of the child, with appropriate adult supervision if required. Ideally, a window will be opened for ventilation. If it is not possible to isolate them, we will move them to an area which is at least two metres away from other people.  If they need to go to the bathroom while waiting to be collected, they will use a separate bathroom if possible. The bathroom will be cleaned and disinfected using standard cleaning products before being used by anyone else. |  | 5 |  | Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.  <https://www.nhs.uk/conditions/coronavirus-covid-19/>  <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools> |
| Working in the school | Welfare  Hand-contact points  Poor hygiene and welfare conditions leading to staff discomfort or illness | Staff  Visitors  Delivery drivers  Pupils/students  Volunteers | 5 | 5 | 25 | Toilets to have a regular supply of hot and cold water complete with soap and towels.  Hand sanitiser available (where required).  Kitchen area to have a safe supply of mains cold water.  Hand-contact points cleaned daily/where practicable.  Toilets and kitchen area to be regularly cleaned. |  | 5 |  |  |
| Working in the school | Infection control including face coverings | Staff  Visitors  Delivery drivers  Pupils/students  Volunteers | 5 | 5 | 25 | Refer to policy and ensure all staff are aware of its contents and new protocols.  Decontamination – following advice/guidance from the Health Protection Team.  Refer to guidance and posters (where required).  Education poster on COVID-19 to be displayed at the main entrance to the school building(s).  We will follow Public Health advice for temporary wearing of face coverings. |  | 5 |  | Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.  [https://www.gov.uk/government/publications/guidance-to-employers-and-care provideres-about-covid-19](https://www.gov.uk/government/publications/guidance-to-employers-and-care%20provideres-about-covid-19) |
| Working in the school | Contact with delivery drivers / contactors to site / supply teachers | Staff  Visitors  Delivery drivers  Pupils/students  Contractors  Supply teachers  Volunteers | 5 | 5 | 25 | All contractors / delivery drivers / suppliers expected to complete the Contractor Checklist found on the WorkNest Coronavirus Advice Hub.  Contractors only allowed on site if the work cannot be completed at another time.  Contractors, supply teachers and delivery drivers provided with handwashing facilities.  Contractors, supply teachers and delivery drivers supervised at all times.  Visitor information provided at reception for COVID-19 measures taken. |  | 5 |  | Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.  [https://www.gov.uk/government/publications/guidance-to-employers-and-care provideres-about-covid-19](https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19) |

## Risk/Priority Indicator Key

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| Likelihood |  | RISK / PRIORITY INDICATOR MATRIX | | | | | | |
| 1. Improbable / very unlikely |  | LIKELIHOOD | 5 | 5 | 10 | 15 | 20 | 25 |
| 2. Unlikely |  | 4 | 4 | 8 | 12 | 16 | 20 |
| 3. Even chance / may happen |  | 3 | 3 | 6 | 9 | 12 | 15 |
| 4. Likely |  | 2 | 2 | 4 | 6 | 8 | 10 |
| 5. Almost certain / imminent |  | 1 | 1 | 2 | 3 | 4 | 5 |
|  |  |  | | 1 | 2 | 3 | 4 | 5 |
| Severity (Consequence) |  | SEVERITY (CONSEQUENCE) | | | | |
| 1. Negligible (delay only) |  |  |  |  |  |  |  |  |
| 2. Slight (minor injury / damage / interruption) |  | Summary | | Suggested Timeframe | | | | |
| 3. Moderate (lost time injury, illness, damage, lost care provider) |  | 12-25 | High | As soon as possible | | | | |
| 4. High (major injury / damage, lost time care provider interruption, disablement) |  | 6-11 | Medium | Within the next three to six months | | | | |
| 5. Very High (fatality / care provider closure) |  | 1-5 | Low | Whenever viable to do so | | | | |

## Review Record

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| Date of Review |  | Confirmed by |  | Comments |
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**I have read the risk assessment and understand and accept its contents form part of my job role. I will keep myself informed of any changes.**

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| Employee Name (Print) |  | Employee Signature |  | Date |
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