



Risk Assessment – Return to Work and School during COVID-19

Please refer to Health & Safety Hazard Identification and Risk Assessment Guidance



Location:		All council's buildings	Activity: Returning to work place after the COVID-19 lockdown				
Task/Equipment/ Materials/Activities	Hazard	Who is at risk?	Current Control Measures	Additional Requirements	By When?	By Whom?	Completion date
High Risk Groups - Clinically Vulnerable (CV) - Clinically Extremely Vulnerable (CEV) - Pregnant - Black, Asian and Minority Ethnic (BAME)	Risk of COVID-19 transmission.	Staff Pupils Parents Carers	A risk assessment is completed for staff in High Risk Groups, and controls are applied in line with government guidance. Risk assessments have been completed for all staff who fall into high risk groups. Specific controls and can be found in individual risk assessments, held by the Admin / SLT team. All CEV staff are encouraged to wear a face covering in communal areas of where social distancing is not possible. CEV staff should still minimise close contacts. PPE equipment is provided for all staff if they wish to wear it, including: masks, shields, aprons, etc. Cleaning is completed by an external company and all cleaning undertaken is completed outside of school hours to minimise contact with staff and pupils. Pregnant staff at or over 28 weeks can attend work. A New and Expectant Mother Risk Assessment is in place. All NEM Risk Assessments will be reviewed regularly as the pregnancy progresses. Appropriate controls may include asocial distancing zone in class, limiting travel between bubbles and the use of face coverings to be used by all staff in communal areas.	All employees to complete questionnaires to ensure we are protecting people who are at higher risk. SLT to review staff roles and where possible, ensure there is provision for the most vulnerable groups to work remotely, or have changes to their role to enable social distancing.	Jan 2022	SLT	Jan 2022
Lateral Flow Testing	Increased numbers of pupils and employees could make social distancing more difficult and increase the likelihood of transmission.	Staff	We will provide all staff with a privacy notice so they can consent to testing. All staff will be offered two Lateral Flow tests per week for use at home (Tuesday and Friday). In all cases: We will carefully read the Government's guidance on administering tests and ask every member to read the instructions in the test kit carefully / explain the instructions to them to make sure		Jan 2022	SLT	Jan 2022

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			everyone knows how to safely self-administer tests. • If the Lateral Flow test is positive, the school will follow the same steps as if that member of staff is displaying symptoms. They will need to self-isolate and take a PCR test to confirm their results. • If the Lateral Flow test is negative, the staff member can continue to attend school. • Following a positive LFT / PCR result, staff can return to school at the end of their isolation period or, if they receive two consecutive negative LFT results after Day 6 of their isolation. The school does not need to see evidence of a negative test result in order to allow staff to attend school. All staff will continue to follow the measures set out in this Risk Assessment, even if participating in the rapid testing. The school asks staff to share their test results and accurate records are kept of all results. The school will only share health records with relevant people. Staff will report their test results to NHS Test and Trace. The Lateral Flow testing programme is extended to supply / peripatetic / other temporary staff members and trainee teachers / work experience staff.	As soon as a member of staff reports a positive Lateral Flow test, we will follow the same cleaning measures as if that staff member had been symptomatic while in school.			
Operating at full capacity.	Operating at normal pupil levels can make social distancing more difficult and increase the	Pupils Staff	Ensure you have sufficient washing/sanitizing facilities for returning pupils and staff. All classrooms and office spaces have washing facilities and sanitizer. Pupils will be expected to wash their hands on arrival and between transitions throughout the school day.	A PPA timetable is in place to ensure that all staff receive their allocated time.	Jan 2022	SLT SBM SENCo	Jan 2022

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	likelihood of transmission.		School ‘bubbles’ will remain in operation (one form entry), however, children will attend school assemblies in their Key Stage (KS1 and KS2) if there are no current cases within the school community. Spaces for assembly will be well ventilated. Classes will use different exits and toilets throughout the day in order to limit crowding. The use of corridors will be limited. Where bubbles mix as a result of activities such as ‘Buddy Time’ (Y5 and YR / Y6 and Y1) and EYFS groups (Nursery / YR), social distancing measures will be put in place. As a school, we believe that these activities are important in order to support the children’s well-being and self esteem. Assess the risk posed by children who may not be able to understand and maintain social distancing and hygiene measures; or who are prone to spitting, biting, physical contact etc. Individual Action Plans have been completed by the SENCo, working alongside the class teacher and parents / carers. PE will be on set days and children will continue to attend school wearing their PE kit and school jumper / sweat top for the day. PE equipment will be cleaned after each class use. Children will eat lunch in the school hall, sitting in specific year groups. Spaces for lunch will be well ventilated. Playtimes and lunch times continue to be staggered. Classrooms will be well ventilated throughout the day. Ventilation should be increased while the room is unoccupied if the weather does not permit full ventilation	Where they are required, supply and temporary staff must receive the same level of H&S training and instruction as an employed member of staff. A staff induction book is supplied to all members of supply and temporary staff, including all relevant procedures and is completed with the SBM. Extra-curricular provisions such as Breakfast Clubs and After School Provision will be reviewed and reinstated, where possible. External providers have their own risk assessments in place. Children must book 24 hours in advance in order to attend. Groups will be limited to 20 children per adult. Groups will remain consistent and government guidelines will be followed. Parents / carers will be asked to social distance when dropping-off or picking-up.	Jan 2022		Jan 2022
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			when in use. Carbon dioxide monitors are in place in all classrooms and spaces. There is a Remote Learning policy in place in cases of self isolation.	The external Hall doors will be used to allow different drop-off / pick-up points.			
Standard Health & Safety practices being forgotten or not prioritised.	Safety standards in the school may drop if they are not effectively maintained in parallel to COVID-19 control measures.	Staff Pupils Contractors Visitors	Documents including H&S Policy, Fire Risk Assessment, Legionella Risk Assessment and Asbestos Management Plan should be reviewed as usual. Checks will be carried out around the school to ensure that no ACMs (Asbestos Containing Materials) have been damaged by rodents or vandalism while the school has been closed or only operating at a limited capacity. All records are stored in the School Office. Air conditioning and ventilation maintenance is up to date and records are in place. All records can be found in the School Office. Nursery Air Conditioning Unit must be activated 2 hours before and after the working day. Where possible, regular opening of doors and windows for increased ventilation is in place. Be conscious of fire safety. External doors and windows of all classrooms will be kept open throughout the day. As temperatures get colder, rooms will continue to be well ventilated with open windows. At play times/lunch time, doors will be opened to ensure full ventilation. Carbon dioxide monitors are in place in all classrooms and spaces.	Accident reporting arrangements are reviewed, to ensure all incidents and accidents are reported appropriately following a period of relatively low incident occurrence. All staff have been updated with the procedures for reporting accidents / incidents. A COVID-secure certificate is in place, along with the associated controls, to protect vulnerable staff.	Jan 2022	SLT SBM	Jan 2022
Display screen Equipment	Staff risk posture problems and pain, discomfort or injuries, e.g. to their hands/arms, from overuse or improper use or from poorly	Staff	DSE training and assessments of workstation carried out by all new starters. Actions carried out asap. Reassessment to be carried out at any change to work feature, e.g. equipment, furniture or the work environment such as lighting. Workstation and equipment set to ensure good posture and to avoid glare and reflections on the screen.	Remote workers self-assessment All employees to re-assess their working station on return Check that identified actions from self-	Jan 2022	SLT SBM	Jan 2022

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	designed workstations or work environments. Headaches or sore eyes can also occur, e.g. if the lighting is poor.		Shared workstations are assessed for all users. Work planned to include regular breaks or change of activity. Lighting and temperature suitably controlled. Adjustable blinds at window to control natural light on screen. Noise levels controlled. Eye tests provided when needed. Laptop users trained to carry out own DSE assessment for use away from office. Where possible, laptops should be used with separate screen, keyboard and mouse.	assessment are followed up ASAP Line managers to monitor to ensure staff continue to get breaks away from the computer Staff working from home to take additional screen breaks if not able to work at a DSE compliant workstation.			
Stress, anxiety and general uncertainty over safety	Staff, pupils and parents could be affected by worries related to Covid-19, i.e. contracting virus, uncertainty, significant decrease/increase in workload, job losses, health fears etc.	Staff Pupils	Staff understand what their duties and responsibilities are. INSET (Jan 2022) provided to discuss new roles and responsibilities, e.g., remote learning, some cleaning duties, etc. Named staff are in place to take care of children displaying any symptoms (ST / SJ). Staff can talk to supervisors or manager if they are feeling unwell or ill at ease about things at work. Providing support for workers around mental health and wellbeing. Staff have 1:1 sessions with SLT to share any concerns. Regular channels of communication such as school website, Twitter, email, weekly class teacher update and newsletters are maintained, and kept up to date with current guidance. Clear discussion with Parents / Carers and Pupils where age appropriate, over expectations and controls. A comprehensive programme of PSHE sessions have been	Return to work Questionnaire. Sharing and discussing risk assessment with employees to reassure and take feedback. Staff/Parent/Carer/Pupil concerns are taken seriously, and discussed honestly. Efforts are made to reassure those with concerns, and flexibility is applied where possible. Holidays taken during term breaks should be discussed with staff.	Jan 2022	SLT SBM	Jan 2022

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			planned (Jigsaw Recovery programme and Navigate) to remind children of expectations regarding hygiene, behaviour, mixing, social distancing and sensitivity over COVID-19. Staff anxiety may have increased with the knowledge that restrictions are being lifted. Concerns will be taken seriously, and access to support and counselling provided. Sharing and discussing risk assessment with employees to reassure and take feedback. Staff/Parent/Pupil concerns are taken seriously, and discussed honestly. Efforts are made to reassure those with concerns, and flexibility is applied where possible. Some parents may be unhappy or anxious over certain controls still being in place in the school, following an easing of restrictions. Any controls still in place are there to protect the pupils and staff from transmission, and to avoid unnecessary closures and isolation.	Staff returning can arrange to take unpaid leave. If needed, advice would be taken from HR. Arrangements put in place for staff who face unavoidable quarantine arrangements arising from COVID-19. Time will be taken as special paid leave if cannot work from home.			
Water supply and Legionella	Legionella risk in water system and the risk of Legionellosis	Staff Pupils	Systems are subject to routine flushing, during the lockdown. Legionella Risk assessment in place and a subject of regular review. All records are stored in the School Office. Check for any obvious leaks, water damage etc. and both hot and cold water supplies are operational.	Review a need to disinfect the system in accordance with Legionella Control Association LA Guidance on Reopening Buildings (issue date 13th May 2020)	Jan 2022	SLT SBM	Jan 2022
Fire safety	Risk of lack of maintenance, faulty equipment	Staff Pupils Visitors Contractors	Subject to regular inspection. Check fire doors are operating properly and free of damage. Check fire exits are operating properly and free of damage.	An inspection to be carried to ensure fire safety equipment is in good working order and maintenance records are in place, i.e. fire	Jan 2022	SLT SBM	Jan 2022

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			Ensure gas safety certificate is still current. Check for any signs of a gas leak. All records are stored in the School Office. Ensure fixed and portable electrical equipment. During evacuations, social distancing does not apply. Social distancing can be applied again once persons have reached safety.	emergency lights, fire extinguishers, fire alarm Ensure PAT certificates are current. Visual inspections of electrical equipment for damage.			
Commute to school/work and back	Risk of COVID-19 transmission.	Staff Pupils Parents Carers	Employees to follow Government advice about using public transport. Discourage employee use of public transport. Employees encouraged to walk, use a bicycle where possible. Parents discouraged from socialising with other parents, or meeting with them on journey to school. National and Local Authority guidance for the use of School Transport will be shared with staff and parents / carers. Employees and pupils travelling from areas in local lockdowns will be provided with a letter of authorisation from the school, detailing the need for their travel.	Consider the way employees travel to work during ‘Return to work conversation’. Maximum one parent / carer to accompany children. Letters / emails sent to parents / carers informing them that only one parent may accompany their child. This information is included in the updated Home/School Agreement. Children over the age of 11 will be encouraged to wear face coverings on public transport, in line with government guidance.	Jan 2022	SLT SBM	Jan 2022
Parking vehicles and bicycle storage	Risk of COVID-19 transmission.	Staff Pupils Parents Carers Visitors Contractors	Staff, parents / carers and pupils to maintain social distancing when leaving and returning to their cars. Every member of staff has an allocated parking space / area. Parents / Carers will wear a mask during the Drop ‘n’ Go / Pick-Up ‘n’ Go timings detailed below: Drop ‘n’ Go: Pick-Up ‘n’ Go:		Jan 2022	SLT SBM	Jan 2022

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			8.30am: Siblings 8.40am: KS1 / KS2 2.50pm: Siblings 3.00pm: KS1 / KS2 Vehicles entering/leaving car park are controlled to avoid congestion. Allocated members of staff will supervise the Drop 'n' Go / Pick-Up 'n' Go system.				
Arriving and leaving work/school	Risk of COVID-19 transmission.	Staff Parents Carers Pupils	Entrance/Exit from the building will be controlled using separate in and out doors. Only visitors / contractors will use the main entrance. All visitors will wear a mask and will be asked if they have undertaken a recent Lateral Flow Test (this information will be recorded). Hand sanitisers are available at all entry points. Hand washing upon arrival established. Pupil handwashing is supervised. Children to hand wash using classroom sinks upon arrival, breaks time, before and after food, end of the day, etc. We will still ask that parents wear face coverings during drop off and pick up, although this will not be enforced. We will still ask that parents maintain social distancing during drop off and collection. Social distancing will still be a requirement for parents entering the school site.	Staggering of arrival times/leaving times to be implemented. Children will go straight to classrooms upon arrival. Parents / Carers informed of the new staggered start / finish times via the school website, emails and Class Teacher Weekly Update. Individual storage for clothing / bags to be identified. Children to keep bags and coats under desks / on chairs. Only coat, water bottle and packed lunch is needed each day.	Jan 2022	SLT SBM	Jan 2022
Moving around the building.	Risk of COVID-19 transmission.	Staff Pupils Contractors	One-way systems are established and in place, where possible. Alternative controls are considered where this is not possible. Children will use their own entrance / exit classroom external door to limit movement within corridors. Hand sanitiser is in areas where automatic doors or holding open doors is not possible.	Staff Update: INSET (Jan 2022). All staff to receive a copy of the Risk Assessment. Risk Assessment to be on website for parents / carers.	Jan 2022	All staff	Jan 2022

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			Employees are discouraged from making non-essential trips around the building. Restricted access to certain areas. Old Office to be used as a medical room for anyone displaying symptoms of COVID-19. Use of email/telephone contact between offices/classrooms is encouraged.				
Use of classrooms and offices.	Risk of COVID-19 transmission.	Staff Pupils	Review of room layouts to allow people to work further apart from each other. Classrooms have been arranged so that all desks are forward facing with no face-to-face seating. Where it is not possible to move workstations further apart, no face-to-face sitting will be permitted (i.e. screens, back-to-back sitting, all desks facing front etc.) Review timetables to reduce the need for travel around the site. Where possible, pupil movement to be limited and controlled aid in maintaining bubbles within the school. Movement of specialist teachers around the school to be limited. Leaders to consider how best to supplement remote education with face-to-face support for pupils. Showbie, School Website, Zoom and online platforms used to support children unable to attend school, to support remote education. Full details can be found in the school's Remote Education Plan. Where possible ensure either natural or mechanical ventilation is accessible. All windows and external fire doors open when appropriate. As temperatures get colder, rooms will continue to be well ventilated with open	Mark areas to help to maintain social distancing. Where possible, a new layout allows for 2-metre distance between class teacher and front row of desks. Signage will be displayed and employees will be informed during the training. Hand hygiene and cleaning signage displayed in all areas. Equipment & textbooks not to be passed between pupils. Staff and pupils will be provided with their own stationary and supplied where this is possible. TAs will support in the supervision on pupils when they have to move around the school.	Jan 2022	All staff	Jan 2022

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			windows. At play times/lunch time, doors will be opened to ensure full ventilation. Bins in classrooms and offices are lidded (foot peddle or swing lid rather than a lifting lid) to reduce infection risk. Bins will be emptied at midday and at the end of each working day. Documents and equipment required for lessons will be distributed by staff before the lesson to reduce contact.	TAs can lead groups, under the direction of a teacher, if teacher numbers are limited.			
Meetings	Risk of COVID-19 transmission.	Staff Visitors Contractors	Remote tools are used to reduce the need for face-to-face meetings where appropriate. Zoom / Showbie to be used as an alternative. Number of participants attending face-to-face meetings is minimised. 2 metres distance between participants is maintained. Employees are instructed to avoid sharing physical resources (i.e. pens/paper documents) during meetings. Hand sanitiser is provided in meeting rooms.	Each meeting room to be sign posted informing maximum capacity. Communal food not provided during meetings. After a meeting, staff to be encouraged to wipe their working stations (meeting organiser responsible for reminding attendees). Rules of use of meeting room to be distributed to all employees and attendees to meetings.	Jan 2022	All staff	Jan 2022
Common Areas	Risk of COVID-19 transmission.	Staff Pupils Visitors Contractors	Use of outside break areas, or lunch taken at desks. All breaks and lunches to be staggered. Children to eat in classrooms. Only two classes at a time on school playground in their own designated spaces. School field to be utilised when possible. Number of adults in staff room limited and capacity signposted for preparing food / drinks.	Screens (glass windows to be kept shut) to be installed where appropriate i.e. in reception area.	Jan 2022	All staff	Jan 2022

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			Seating has been configured to reduce capacity and reduce face-to-face interactions. Hand sanitiser and cleaning products are provided where there are communal items such as kettles/microwaves, water fountains etc. Communal areas are well ventilated. Staff are encouraged to wear face coverings in communal areas or while not able to socially distance.	Employees to be encouraged to bring own food. Inform employees (signage and INSET update) to clean communal items with the products provided. Place the signs with the cleaning instruction by the communal items.			
Break Times, outdoor areas and Lunch.	Risk of COVID-19 transmission	Staff Pupils	Outdoor areas thoroughly swept for evidence of trespass or vandalism during closure (e.g. damaged perimeter fencing or play equipment, discarded waste or drug paraphernalia, sharps, fire damage etc.) Staff availability must be sufficient to allow suitable breaks throughout the day. TAs to supervise to allow for Class Teachers to have breaks. Employees are encouraged to remain on-site during breaks. Updated risk assessment requested from external catering providers (AiP).	Staggered break periods and lunches. Lunch groups limited to class groups. Lunch to be eaten in classrooms. Children reminded of social distancing before breaks. Hand washing for 20 seconds before and after break periods. Play equipment distributed rather than collected from central location by pupils. Each class to have own allocation of equipment. Sanitise play equipment between ‘bubbles’ throughout the day.	Jan 2022	All staff	Jan 2022

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Accidents, security and other incidents	Risk of COVID-19 transmission.	Staff Pupils Visitors Contractors	Accident reporting procedure is in place. COVID-19 cases resulting from exposure in the workplace are RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) reportable. Suspected incidents of COVID-19 reported to the local authority where they are the employer. Pupils who become unwell with COVID-19 symptoms at school should be taken to a designated room (Old Office) to await collection. They should be able to maintain a 2m distance from anyone who needs to enter this room. Parents should be informed immediately and pointed towards government guidance on COVID-19 cases in the household. Anyone who needs to make contact with a symptomatic pupil must wear the appropriate PPE (Gloves, masks, shields, apron and goggles), which is available in the Old Office and in Class first aid boxes. Where coughing, spitting or vomiting is possible, goggles should also be worn. If the pupil needs to use a bathroom, the room should be cleaned after use by the contracted cleaning company. This bathroom should ideally be separate to those used by the rest of the school. The designated bathroom will be the disabled toilet in the Y5/Y6 corridor. Pupils displaying symptoms of coronavirus do not come in to contact with other pupils and as few staff as possible, whilst still ensuring the pupil is safe. A facemask should be worn by the supervising adult if a distance of 2 metres cannot be maintained If contact with a child or young person is necessary, then gloves, an apron and a facemask should be worn by the	First aiders to be provided with hand sanitiser and Personal Protective Equipment where appropriate. Check all first aid boxes, before building is open to ensure gloves, sanitisers and other required items are in place and not expired. Employees to be made aware that in an emergency, e.g. fire evacuation, social distancing does not apply. Fire Marshals staff roles to be assessed separately. Class Teachers and TAs will take responsibility for their class during an evacuation. Social distancing will be resumed once congregated at the Assembly Point on the school playground. Emergency PPE kits for Primary Schools provided by HC, for use only when dealing with a symptomatic person.	Jan 2022	All staff	Jan 2022
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			supervising adult. If there is a risk of splashing, eye protection should also be worn. Instructions for the use of PPE can be found here. First aiders to be provided with hand sanitiser and Personal Protective Equipment. Additional provisions have been made available during COVID (face masks, aprons etc.) COVID-19 cases resulting from exposure in the workplace are RIDDOR reportable, and will be reported to the appropriate health and safety responsible person. Reports to Herefordshire Council's H&S team must be via Anycomms. Suspected incidents of COVID-19 reported to the local authority. Procedures for pupils who become symptomatic while in the school will still be followed. An appropriate area for them to self-isolate has been identified. To dispose of waste from people with symptoms of coronavirus, such as disposable cleaning cloths, tissues and PPE: • put it in a plastic rubbish bag and tie it when full • place the plastic bag in a second bin bag and tie it • put it in a suitable and secure place marked for storage for 72 hours Full guidance on disposal of PPE and waste related to COVID-19 can be found here. The relevant member of staff calls for emergency assistance immediately if the pupil's symptoms worsen. Areas used by unwell pupils who need to go home are identified as out of bounds, thoroughly cleaned and disinfected once vacated.	Where children between 2 & 5 years are present, the School must endeavour to provide a PFA, or as a minimum an EPFA or First Aid at work trained member of staff, and complete a suitable and sufficient risk assessment. If emergency CPR is needed, take advice from emergency services call handlers. Guidance can also be found on the Resuscitation Council website, and the RLSS website. All first aid trained staff have been provided with the most up-to-date guidance. If possible, they will wait in a separate room for collection. If this is not possible, they will wait with the ill sibling and be asked to stay 2m apart.			
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			Establish what disciplinary/supportive measures will be taken for incidents that involve spitting/intentional coughing etc. Following any incidents of this kind, they will be discussed with class teachers / Headteacher / SENCo / Parents or Carers and the local authority as appropriate, before action is taken.				
Visitors and contractors	Risk of COVID-19 transmission.	Staff Parents Carers Visitors Contractors	Remote contacts are encouraged and enabled as far as possible. Hand sanitiser is provided for visitors, who are asked to wear masks whilst on site. Entry and exit points and flow of visitors has been reviewed and established. All visitors to use the main entrance. Contractors will be allocated a toilet for use whilst on site, which will be the disabled toilet outside the school hall. Contractors for larger, long-term projects will provide their own welfare facilities. Clear protocols to be developed, displayed and communicated for all visitors. Visitors will be asked to read up COVID-19 protocols upon arrival. The number of visitors to the premises is limited and communicated to all employees. All visits must be pre-booked. No more than two contractors / peripatetic teachers / visitors on site at any time. All visitors will wear masks and will be asked if they have undertaken a Lateral Flow Test (this information will be recorded). Cleaning materials to be provided in reception area. Signs and visual aids to be displayed at points of entry and at multiple points in visitor areas.	Visitor ID will be self-adhesive disposable name tags. Schedules to be revised to limit number on site e.g. contractors and routine maintenance. Maintenance to be reviewed to consider that which can be undertaken outside of normal working hours. Visitors waiting area to be reviewed to ensure 2 metres social distancing is maintained. All visits will be pre-booked. Employees interacting with visitors, i.e. reception, security to be provided with necessary training on safe working measures. Staff have discussed approaches with Headteacher during	Jan 2022	All staff	Jan 2022

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				Staff Meetings (Jan 2022).			
Cleaning	Risk of COVID-19 transmission.	Staff Pupils Visitors Contractors	Waste is removed at the end of each day. In the case of a suspected COVID-19 case presenting in school, cleaning will be carried out in line with COVID-19: cleaning of non-healthcare settings External cleaning companies should supply an updated Risk Assessment reflecting any changes. Fruitful Fresh have provided a risk assessment for work carried out on site, including COSHH assessments for additional cleaning. All COSHH assessments are stored in the school office. Building cleaning schedules to be reviewed and frequency increased where necessary, including periodic cleaning of shared areas (i.e. between uses). Cleaning takes place in the evening to avoid contact with pupils / staff. All equipment is cleaned between uses. Safe, disposable materials to be provided for employees to use. Suitable cleaning materials available to all staff. All classrooms have spray cleaners, wipes and blue cloth to clean touch points throughout the day. Frequent cleaning (Class Teachers / TAs) of regularly touched surfaces, objects such as door handles to be introduced and class timetables in place.	Guidance to be established and published on what to do in the event of known or suspected COVID-19 case in the workplace. Use of high touch items such as printers / iPads to be reviewed protocols communicated and signposted. Specialist cleaning wipes are provided to cleaner photocopiers, printers and iPads. Staff involved in cleaning, including touch surfaces and shared equipment, will be trained and provided with any necessary PPE. Dedicated and competent cleaners (Fruitful Fresh) are employed to undertake cleaning using hazardous substances and deep clean procedures as required.	Jan 2022	All staff	Jan 2022

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Hygiene, handwashing, sanitation facilities and toilets	Risk of COVID-19 transmission.	Staff Pupils Visitors Contractors	Posters are displayed in order to build awareness of hand-washing techniques and hygiene protocols e.g. avoid face touching, binning tissues etc. Hand sanitisers are provided in multiple locations. All persons to wash hands for 20 seconds with soap and water when entering the building / use hand sanitiser. Alcohol hand sanitizer (60% Vol) provided in frequently used areas. Hand lotion provided for staff who have to wash hands more frequently. Hand washing for pupils to be monitored, and actions such as increased cleaning to be taken where hygiene standards are not sufficient. Tissues and lidded bins provided in class. Hand hygiene reiterated during lesson times.	Toilet cleaning schedules to be reviewed and monitored. The most used facilities to be cleaned more frequently. Guidance on using toilet facilities to be identified and to be shared with staff to achieve social distancing. Each class to use a designated toilet. Staff allocated toilets closest to classrooms. Enhanced cleaning regime for door handles, bolts, taps and any other objects that could be touched by hands. Supervised toilet visits for pupils where appropriate. Limit number in facilities at one time.	Jan 2022	All staff	Jan 2022
Goods handling, deliveries and onsite vehicles.	Risk of COVID-19 transmission.	Staff Visitors	Protocol to be established for incoming deliveries and goods. where possible. Hand sanitiser and hand washing protocols to be established for staff handling deliveries. Protocols to be communicated to staff and information to be displayed.		Jan 2022	All staff	Jan 2022

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Personal Protective Equipment and face coverings	Risk of COVID-19 transmission.	Staff	Which roles/tasks require PPE established by service area manager. PPE is available for personal care and first aid. Additional PPE is provided for the supervision of symptomatic pupils. All staff, who wish to, may wear PPE to undertake their role. School has local supply chain for PPE – Clean My. Use of face coverings for children where a need has not been established will be discouraged (not prohibited). All visitors (contractors / parents, etc) to the school should wear a face covering unless exempt from wearing one. A supply of spare face coverings will be kept for any staff member or visitor who arrives without one.	Guidelines on safe use of face coverings to be displayed and to be included in staff training. Where face coverings may need to be used with pupils with a SEND requirement, this is to be explained to parents and pupils in advance (i.e. via letter home to parents).	Jan 2022	All staff	Jan 2022
Shift patterns and working groups	Risk of COVID-19 transmission.	Staff	Use of meeting rooms is centrally controlled. When necessary and to ensure pupil/staff ratios and a high quality learning provision, staff can move between bubbles. Employees to be clear on what days/times they should be attending work. Areas of common use between different teams and shifts to be identified. Staff will be responsible for ensuring that areas have been cleaned using the spray / wipes before leaving work space and before using a work space. Cleaning protocols before and after use of common places (staff room, meeting rooms) to be established and sign posted. In order to social distancing rules, common places are restricted to a maximum number with the use of signage on the entrances and exits.	Staff patterns to be reviewed to minimise contact. Bubbles will not be mixed. Staff will move to classrooms as required. Shift patterns to be fixed as far as reasonably possible.	Jan 2022	All staff	Jan 2022
Work related travel and Educational Visits	Risk of COVID-19 transmission.	Staff Pupils Public	School trips, including residential in England and Wales, can now take place.	Shared vehicles to be cleaned between shifts/handover.	Jan 2022	All staff	Jan 2022

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			School trips will be risk assessed to ensure COVID standards can be maintained while on the trip. Social distancing measures are applied to visits where possible. PPE is supplied for visits where required by role. Records are kept of overnight stays. It is still not advised that volunteers attend school trips. Room sharing should be minimised: • Pupils 6 or less • Staff individual rooms Visit risk assessments will consider action to take if a pupil becomes symptomatic during the visit. • Who will collect the pupil • Will transport providers allow return trips? • Where will the pupil isolate while waiting for collection? Will the rest of the group return to school?	Risk assessments will be completed for educational visits. Risk assessments for regular visits must be updated to take COVID-19 precautions and guidance in to account.			
Communication and training	Risk of COVID-19 transmission.	Staff	Clear, consistent and regular communication methods are in place – staff briefings, meeting minutes, emails, school website, Showbie, Newsletters, Twitter, weekly Class Teacher updates. Employees and Trade Unions are engaged and involved in developing safe working measures. Changes to existing practices are discussed and agreed with Trade Unions. Employees’ mental health is a key focus and support measures have been identified, implemented and continually reminded.	Employees to receive communication and training prior to returning to work. New procedures to be communicated to employees. Regular review and monitoring of measures to be scheduled. Communication materials including images to be	Jan 2022	All staff	Jan 2022

Risk Assessment – Return to Work and School during COVID-19

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			A communication strategy has been established to ensure that all employees are updated regularly, i.e. Q&A sessions, email bulletins, etc.	available in different formats/languages where appropriate. Risk assessment to be shared with staff.			
Music Provision	Risk of transmission via shared instruments, singing, chanting, etc.	Staff Pupils	Classrooms arranged to avoid pupils facing each other. Side by side seating layout.	Ensure good ventilation where outdoor classes are not possible. Instruments should not be shared and will be allocated to individual pupils. Instruments will be cleaned before and after use.	Jan 2022	All staff	Jan 2022
Physical Activity/PE	Risk of transmission via contact sports and shared equipment.		Risk assessments for off-site facilities reviewed, and procedures in place in off-site facilities followed. Children to attend school in PE Kit on allocated days to avoid the need to change.	Classes taken outside where possible. Contact sports avoided. No sharing of equipment, Classes to have own sets of equipment according to aspect of PE being taught. Equipment to be cleaned by class staff each session.	Jan 2022	SLT All staff	Jan 2022
COVID Vaccines	Inability, unwillingness or hesitancy to receive a COVID vaccine.		Vaccinations are encouraged by the school. They reduce transmission and susceptibility to COVID 19, and protect the school community. Benefits of vaccination will be shared with staff, using reliable sources such as Public Health England or the NHS.	Any policy implemented by the school relating to vaccination must be voluntary. If staff cannot be vaccinated for medical	Jan 2022	SLT All staff	Jan 2022

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			Vaccination is not mandatory, and staff will not be required to receive a vaccine before attending work. Vaccination is only part of the matrix of control measures and is not a replacement for other controls in place in the school.	reasons, and remain vulnerable to COVID 19, they should receive an individual risk assessment. Additional measures may still be needed to protect staff from transmission. Staff who refuse vaccination should be spoken to individually. If there is a genuine concern that refusal to vaccinate will put the school community at risk, redeployment should be considered. HR should be contacted if this is not an option.			
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Risk Assessment – Return to Work and School during COVID-19

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Initial Assessment Review Date 01 / 09 / 21 01 / 01 / 22	Risk Assessment assessed, reviewed by the following competent person below: 	Tasks and control measures agreed by:
Name (PRINT)	Board of Governors Representative: PAUL DENEEN	Name (PRINT): Headteacher LOUISE GEORGE
Signature:	<i>P Deneen</i> Date: 01.01.2022	Signature: <i>L. George</i> Date: 01.01.2022
Next Review Date: 28 / 02 / 22	Your workplace will change over time. You are likely to bring in new equipment, substances and procedures. There may be advances in technology. You may have an accident or a case of ill health. You should review your risk assessment: - if it is no longer valid - if there has been a significant change	



Checklist – Return to Work and School during COVID-19

Please refer to Health & Safety Hazard Identification and Risk Assessment Guidance

COVID PROTECTION CONTROL MEASURES CHECKLIST



School Name: WALFORD NURSERY & PRIMARY SCHOOL			
		Yes	No
General Management	Can you confirm you have signposted all staff to government guidance on COVID-19 symptoms and protection measures in schools and obtained confirmation that has been read.	Yes	
	Can you confirm that government COVID-19 key messages, information, guidance and resources have been shared with parents and pupils?	Yes	
	Can you confirm that you have shared your schools local COVID-19 policy or procedures with staff and parents	Yes	
	Can you confirm that you have identified any Extremely Clinically Vulnerable staff ¹ (shielded category) and that they are remaining at home and being supported to work at home?	Yes	
	Can you confirm that any staff who live with someone who is Extremely Clinically Vulnerable (shielded), is able to adhere to stringent social distancing in your school ² ?	Yes	
	Can you confirm that any clinically vulnerable staff with pre-existing health conditions ³ are either: • working from home where possible - the preferred option, or if this is not possible • working on-site, staying 2 metres away from others where possible, or • the risks have been assessed, discussed and agreed with the member of staff if they will need to work within 2 metres of others.	Yes	
	Can you confirm that any pupils who are Extremely Clinically Vulnerable ⁴ (shielded category) shall not be attending school and will continue to be supported at home as much as possible	N/A	
Minimise contact with individuals who have COVID-19 symptoms	Can you confirm you have advised staff/parents/pupils/suppliers not to attend school if they or any member of their household has COVID-19 symptoms or has been identified as a positive case?	Yes	
	Can you confirm that staff /parents/pupils have been made aware of the principles of the self-isolation requirements (7 days for the case and 14 days for their household)	Yes	

¹ <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>

² <https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

³ <https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing#clinically-vulnerable-people>

⁴ <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/covid-19-guidance-on-protecting-people-most-likely-to-get-unwell-from-coronavirus-shielding-young-peoples-version>

Checklist – Return to Work and School during COVID-19

Please refer to Health & Safety Hazard Identification and Risk Assessment Guidance

	Can you confirm you have procedures in place to ensure staff and pupils do not return to school within the recommended isolation period	Yes	
	Can you confirm you are aware of local testing arrangements for staff	Yes	
	Can you confirm you are aware of local reporting arrangements for new suspected cases (staff and pupils)	Yes	
	Can you confirm you have a procedure in place for when a pupil or staff member develops COVID-19 symptoms whilst in school that adheres to guidance (go home/await collection by a member of their family or household).	Yes	
Frequent hand cleaning	Can you confirm your pupils and staff can clean their hands and have this timetabled in where necessary, on arrival at the setting, before and after eating, toileting, after play, after sneezing or coughing, and before leaving.	Yes	
	Can you confirm that supervision of handwashing is available and help for those who have trouble handwashing independently	Yes	
	Can you confirm that sufficient handwashing facilities and consumables such as hand sanitisers are available?	Yes	
Good respiratory hygiene	Can you confirm sufficient access to tissues for coughs or sneezes and availability of lidded bins for tissue waste ('catch it, bin it, kill it').	Yes	
Regular cleaning of settings	Can you confirm you have assessed and implemented an increased and thorough regular cleaning of rooms and facilities as well as in between cohorts of children	Yes	
	Can you confirm you have risk assessed frequently touched surfaces and touch points and identified how often they will be cleaned	Yes	
Appropriate use and supply of PPE	Can you confirm you are aware how to order PPE and have ordered a small stock for supervising children who develop symptoms at school before they go home?	Yes	
	Can you confirm you have identified those pupils whose care routinely already involves the use of PPE due to their intimate care needs and risk assessed the PPE required for those pupils?	Yes	
	Can you confirm you have trained relevant staff how to use appropriate PPE.	Yes	
	Can you confirm you have a procedure for dealing with waste from PPE	Yes	
Minimising contact & mixing (social distancing)	Can you confirm you have risk assessed and communicated your process for drop off and collection minimising adult contact	Yes	
	Can you confirm you have risk assessed and determined your organisation of small class groups, rooms and other environments, maintaining space between seats and desks where possible.	Yes	
	Can you confirm you have risk assessed and refreshed your timetables to reduce movement around the school/building, considered what can be delivered outdoors, staggering assembly groups and break times so that children are not moving around at the same time	Yes	
	Can you confirm you have identified how children will arrive, and reduce any unnecessary travel on coaches, buses or public transport where possible.	Yes	
	Can you confirm you have risk assessed and have plans to keep cohorts of small groups of children together where possible every day, ensuring the same teacher and other staff, using the same desks and the same rooms.	Yes	
	Can you confirm you have risk assessed and have developed plans to reduce mixing within the school by for example applying one way circulation, staggered lunch breaks, use of toilets and other facilities.	Yes	

Sources of information for completing your risk assessment

Please refer to Health & Safety Hazard Identification and Risk Assessment Guidance

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools> - Guidance on the full opening of schools.

<https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak> - Guidance on managing the school premises during COVID-19.

<https://www.gov.uk/government/collections/attendance-in-education-and-early-years-settings-during-the-coronavirus-covid-19-outbreak> - Guidance on attendance in education during COVID-19

<https://www.gov.uk/guidance/teaching-about-mental-wellbeing> - Guidance on teaching about mental health.

<https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19#what-will-change-from-1-august> – Guidance on shielding and protecting extremely vulnerable persons.

<https://www.info.gov.hk/info/sars/en/useofbleach.htm> - information on the safe use of bleach.

<https://www.hse.gov.uk/coronavirus/cleaning/index.htm> - Information on cleaning your workplace to reduce risk from Coronavirus.

<https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation> - Advice on the phased return of outdoor sports and recreation.

<https://www.youthsporttrust.org/coronavirus-support-schools> - Resources to support in the delivery of PE and sports.

<https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19> - Guidance on the provision of food in schools and other food businesses.