



COVID 19 – School General Risk Assessment

School: Luddenden CE School

Date of Risk Assessment: 27.04.21

Assessor: Lisa Hoyle

This risk assessment should be read carefully by all staff in collaboration with the available government and local authority guidance.

This assessment should be completed in line with Government guidance for the particular challenges of your school and reviewed regularly. All staff need to be trained/issued with the risk assessments relevant to their work and this must be recorded. All documents should be version controlled and saved each time they are revised rather than over-typed. This will enable easy retrieval of the relevant document applicable at any material time if required in future for an investigation.

This proforma may assist you in documenting your practical arrangements and ensure you are complying with minimum statutory requirements. COVID is a biological agent and comes under the COSHH Regulations and Health and Safety at Work Act, and a positive case to an employee following potential exposure at work can be RIDDOR reportable to the HSE. If you require any assistance with this process it is recommended you contact your health and safety consultant/adviser.

**Please note that this risk assessment has been produced in line with the current Government guidance and advice available at the time of production. The risk assessment will be updated in line with further updates as and when they arise.*

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		<p>the room to become uncomfortably cold for occupants the windows can be closed to a crack and then reopened once unoccupied. Consider opening higher windows in the event of cold weather. Rooms with no ventilation should only be used where doors can be propped open and there is air flow from outside of the room.</p> <ul style="list-style-type: none"> - The new variant of COVID19 is more likely to spread easier and therefore bubbles are to be contained as must as possible. - Staggered times for staff to use staff room and facilities and chairs removed to ensure social distancing - School will have gel dispensers at main entrances and exits - Staff will be issued with personal hand gel bottles which can be refilled - Gloves will be available in every classroom - Any equipment passed between teachers will be cleaned before use - Limiting of materials being taken home by pupils or brought in to mitigate the risks 	<ul style="list-style-type: none"> - Refer to LA flowcharts to ensure appropriate action - LT to monitor adherence to social distancing guidance - Behaviour Policy amended to include new expectations 			<ul style="list-style-type: none"> ✓ ✓ ✓
Ventilation	Staff, pupils, visitors	<p>Need to balance the risk of transmission of the virus and a comfortable teaching environment which can be maintained by;</p> <ul style="list-style-type: none"> - Where there is use of mechanical ventilation adjust these to increase the ventilation rate where possible and check normal operation meets current guidance and only fresh air is 		<p>Site team</p> <p>All staff</p>	Ongoing	✓

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		<p>being circulated.</p> <ul style="list-style-type: none"> - If possible, systems should be adjusted to full fresh air or operated as normal within a single room and supplemented with outdoor air supply. - For natural ventilation the windows should be opened and in cooler weather should be left open just enough to provide constant background ventilation and opened wider during breaks to purge the air. May be beneficial to open higher-level windows to reduce draughts when the weather is colder. Allow flexibility for staff and pupils to wear additional suitable indoor clothing. - Open non- fire resisting doors to allow for air flow 				
Classrooms	Staff, Visitors, Pupils	<ul style="list-style-type: none"> - Classroom furniture reorganised to allow for 2m social distancing in classes where social distancing is achievable with students. - Have students facing forwards instead of facing towards each other. - Classes to be limited with regular staff and pupils to prevent mixing and contact. - Bubbles will only use their assigned classroom - Classrooms to be regularly cleaned and cleaning supplies available in the classroom. - Pupils encouraged to wash their hands regularly - Windows opened to allow ventilation, if temperature is uncomfortable due to open windows these to be closed to a crack while 	<ul style="list-style-type: none"> - Staff can operate across different classes/ bubbles to facilitate delivery of timetable and specialist provision, in such circumstances 2m distance should be kept as much as possible. - Regular handwashing - Excess furniture removed - Pupils to use their own, labelled equipment and not share resources where possible - Resources not be shared out of the bubble 	LT SBM Site manager Cleaners All staff	Prior to opening Ongoing	✓ ✓ ✓ ✓ ✓

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		<ul style="list-style-type: none"> occupied and then reopened while unoccupied. - Classrooms that can be accessed/egressed from playground to use these access points instead of going through school. - Phones – Landlines will be wiped down after every use. - Adults to use mobiles for emergencies 	<ul style="list-style-type: none"> - HT & SBM to use own phones and workstations - Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles. 			<ul style="list-style-type: none"> ✓ ✓
Provision in Early Years	Staff, Pupil Visitors	<ul style="list-style-type: none"> - EYFS ratios still to be met - Groups contained in bubbles with regular staff and pupils to prevent mixing. - Personal contact can not be avoided in such setting so bubbles will be maintained. - Promotion of handwashing with staff. - Some soft furnishings and resources have been removed 	<ul style="list-style-type: none"> - Sand not to be used - Regular cleaning - Limit items brought to and from school - Keep resources clean - If child really attached to something and brings with them, consider their emotional wellbeing as well - Water play to have soap in, and be changed regularly 	LT EYFS lead EYFS staff	Prior to opening Ongoing Prior to opening	<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ ✓
Corridors	Staff, pupils, visitors	<ul style="list-style-type: none"> - Children and staff can pass in corridors as this is low risk but where possible this is to be avoided. - Where possible establish a one-way system to prevent crossing on the corridors. - Adults encouraged not to mix on the corridors or hold conversations in these smaller spaces. 	Use of appropriate signage to support pupils and staff	All staff	Prior to opening Ongoing	<ul style="list-style-type: none"> ✓

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		<ul style="list-style-type: none"> - Face coverings should be worn when moving around the school by adults in situations where social distancing between adults is not possible 				
Toilet and cloakrooms	Staff, pupils, visitors	<ul style="list-style-type: none"> - Available hand washing facilities with soap and warm water with encouragement to use these facilities regularly and prior to eating. - Cloakrooms segregated by the groups of classes to prevent mixing. - Regular cleaning of the toilet area touch points. 	<ul style="list-style-type: none"> - Maintain toilet cleaning records to document and monitor regular cleaning - Comfort break rota in place for KS 2 pupils 	All staff	Ongoing	<ul style="list-style-type: none"> ✓ ✓
Playground and play equipment	Staff, Pupils, Visitors	<ul style="list-style-type: none"> - Stagger break/ lunchtimes where available to do so or segregate into different playgrounds if possible. - Continue to promote social distancing where possible. - Ensure a cleaning regime includes the playground equipment for both outdoor and indoor or take out of use if necessary. - Cleaning should take place more frequently than normal. - Toys and equipment should not be shared with multiple bubbles unless cleaned in-between or quarantined for 48 hours or 72 hours if plastic. - Also applies to resources used both inside and outside for wraparound care and out of school settings. 	<ul style="list-style-type: none"> - Bubbles to use separate play areas - Weekly rota in place for different areas - Implement one way system for entering and exiting KS2 yard - Children kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups 	All staff	Ongoing	<ul style="list-style-type: none"> ✓ ✓ ✓ ✓

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Resources and equipment	Staff, Pupils	<ul style="list-style-type: none"> - Where possible provided pupils and with their own frequently used supplies such as pens and pencils - Classroom resources such as books or games can be shared within the bubble and require regular cleaning. - Resources shared between classes/ bubbles require frequent cleaning and should either be cleaned between each bubble or allow them to be unused for a period of 48 hours (72 hours for plastics) - Equipment from home should be limited to essentials such as; lunch boxes, hats, coats, books, stationary, mobile phones and bags. 	Books and other shared resources can be taken home although unnecessary sharing should be avoided and must implement a system of cleaning and rotating these resources.	All staff	Ongoing	✓
Therapy equipment and sensory rooms	Staff, pupils, visitors	<ul style="list-style-type: none"> - Establish what equipment can be cleaned and adequately disinfected before being put back into use. - If cleaning not possible in between the users, then must be restricted to one user or left unused for a period of 48 hours (72 hours for plastics) when used by different individuals. 	Use of equipment limited to individual pupils	All staff	Ongoing	✓
Drop off/collection areas with parents	Staff, pupils, visitors, parents	<ul style="list-style-type: none"> - Parents/ carers informed of their pickup/ drop off times and points. - If bottle neck/ areas in which children in their allocated groups cannot be distant then stagger starting/ finishing times. - Staggered start/finish times for groups using main gate when school is open to all pupils. - Signage in place 	<ul style="list-style-type: none"> - Collection and drop off plan in place and communicated with parents. - 2m markings by EYFS drop off/pick up points - Staff to park only on top edge of carpark - Cone off the carpark during 	LT SBM Site team	Prior to opening Ongoing	✓ ✓ ✓

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			<ul style="list-style-type: none"> drop off and pick up Parents advised to wear face coverings at pick up & drop off 			✓
Catering	Staff, pupils, Visitors	<ul style="list-style-type: none"> Deliveries to be contactless where possible. Hygiene standards to be maintained Lunchtime to be shortened Lunch to be taken in classrooms Food will be delivered to classrooms by designated staff member who will maintain social distancing Midday staff to be assigned to one bubble each 		SBM Site team	Prior to opening Ongoing	✓
Reception area	Staff, Pupils, Visitors,	<ul style="list-style-type: none"> Parents informed first point of contact is to call the school instead of face to face. The design of the reception area already creates a barrier between front facing staff and others. Children to enter the school via other entrances other than reception if possible. 	Where possible interactions with parents should be conducted in the sheltered area outside the main entrance.	LT SBM Site team All staff	Prior to opening Ongoing	✓ ✓ ✓
Area for isolation/first aid and separate toilet	Staff, Pupils,	<ul style="list-style-type: none"> The Meeting Room has been identified as an appropriate area in which will be used for first aid and maintain cleaning standards and clean after each treatment. 	<ul style="list-style-type: none"> Weather permitting, the veranda could be used as an isolation area 	LT SBM	Prior to opening Ongoing	✓
Clinically vulnerable and Clinically Extremely critically Vulnerable (CEV)	Staff, pupils, visitors	<ul style="list-style-type: none"> Guidance for people who are CEV to shield is not mandatory. If a CEV staff member wants to shield, they should be supported to do so, but equally if they want to work and are fully aware of the personal risk, that should be facilitated if possible. 	<ul style="list-style-type: none"> Request information from staff and parents to identify those in these categories. Keep in contact with those who are shielding or working from home. 	LT SBM	Prior to opening Ongoing	✓ ✓ ✓

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		<ul style="list-style-type: none"> - If this is the case, a full risk assessment with the staff member should be undertaken and any discussion documented including the measures you have put in place to make the workplace as safe as possible for them. - The CEV guidance extends to staff who are more than 28 weeks pregnant (and those below 28 weeks with other health concerns), but again only where they are fully aware of the risk to themselves and their unborn baby if they catch COVID. If they still want to work, they need to agree with you the safest way of working. 	<ul style="list-style-type: none"> - Complete individual risk assessments where necessary 			
Staff contingency arrangements	Staff, pupils	<ul style="list-style-type: none"> - Ensuring social distancing within staff communal areas to prevent the spread across the staff. - meetings to be done via distancing means such as zoom/ teams 	<ul style="list-style-type: none"> - Ensure staff are aware of the reporting procedure to highlight if they have any symptoms. - ensure there is a plan in place to have a suitable and sufficient staff ratio to pupils which may include having cover staff. 	LT SBM	Prior to opening Ongoing	✓
Symptomatic staff or pupils	Staff, visitors, pupils	<ul style="list-style-type: none"> - If possible symptomatic staff or pupils should first be directed outside to the friendship bench on the veranda, if this is not possible then use the spare classroom - The spare classroom is available for anyone who is symptomatic so they can wait for a parent to collect. The room should be ventilated. - Area in which symptomatic people are awaiting requires to be cleaned after use. - Staff and Children can be eligible for testing. 	<ul style="list-style-type: none"> - Questionnaire to be completed prior to staff returning to school to highlight they are well to attend school. - Review where in school this would be best located - Establish a clear procedure of how to access testing and when someone should be tested. - Where there are work related 	LT SBM	Prior to opening Ongoing	✓ ✓ ✓ ✓

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		<ul style="list-style-type: none"> - Those who require close supervision while awaiting collection should remain at a distance if possible and wear appropriate PPE (Type IIR face mask, eye protection, apron, disposable gloves.). These will be stored in the meeting room. - Those who become symptomatic should return home and avoid using public transport and where possible collected by a person in the bubble. - Preferably should use a separate bathroom which must be cleaned and disinfected using standard cleaning products before used by anyone else. 	<p>positive COVID cases these may be HSE reportable and guidance from the schools H&S advisors should be sought.</p> <ul style="list-style-type: none"> - In an emergency call 999 if someone is seriously ill or injured or life is at risk. - Refer to LA guidance to ensure appropriate action. 			<p>✓</p> <p>✓</p>
Assembly & gatherings	Staff, Pupils Visitors	<ul style="list-style-type: none"> - Avoid large gatherings such as assemblies or collective worship with more than one group/bubble. unless conducted virtually. - Lunch to be taken in classrooms 	<ul style="list-style-type: none"> - Singing, wind and brass playing should not take place in larger groups such as choirs and assemblies unless significant space, natural airflow, strict social distancing and mitigation can be maintained. 	All staff	Ongoing	✓
Transport arrangements	Staff, Pupils, Contractors	<ul style="list-style-type: none"> - Where possible transport to adhere to social distancing with seating being organised and distributed throughout the bus. - The buses to have windows open to provide ventilation. - Those travelling by bus to have access to wash facilities - School minibuses to maintain in appropriate bubbles. 	<ul style="list-style-type: none"> - Establish an agreement with the transport provider of the controls they will have in place to ensure safety. 	SBM	As necessary	

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Personal Protective Equipment (PPE)	Staff, Pupils	<ul style="list-style-type: none"> - PPE required for personal care only. - PPE should be suitably stocked - PPE signed out when used. - Risk assessment for each child to be conducted to highlight the requirement of PPE; however, a face mask isn't required for personal care from current guidance. 	<ul style="list-style-type: none"> - Inform staff of the requirements for PPE and provide information for their safe usage. - Individual risk assessments to be conducted. 	SBM	Prior to opening Ongoing	✓
Home visits	Staff, Families, Pupils	<ul style="list-style-type: none"> - No home visits to be conducted for those who are currently shielding or those who are symptomatic. - Home visits to be avoided wherever possible - Hand sanitiser provided for staff required to conduct home visits - Staff advised to change clothing after a home visit. 	<ul style="list-style-type: none"> - Establish/ update home visit procedure to include COVID19 controls. 	LT	Ongoing	✓
Visitors & Contractors in schools		<ul style="list-style-type: none"> - Where possible avoid visitors and contractors from attending the school - Where necessary obtain confirmation those who will be on site are not showing signs of COVID19. - Provide handwashing or hand sanitiser facilities for visitors/ contractors. - Allow for social distancing for the contractor while in place such as contactless signing in, hand washing and an isolated area for the contractor to work in. any supervision conducted with a distance of at least 2m. - Visitors should be advised to wear face coverings. 	<ul style="list-style-type: none"> - Aspects relating to COVID to be included in the contractor rules for the school. - Contractors and visitors to establish in writing (via email) they are not showing symptoms of COVID19 or a declaration to be established for signing in. - Ensure a record of visitors is obtained for track and trace purposes. 	SBM Site manager	Ongoing	✓

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Physical restraints/ comforting, first aid	Staff, pupils	<ul style="list-style-type: none"> - All staff to have read appropriate guidance. - Ensure wash facilities are available after a close contact event. - No child or member of staff should be in school if they are symptomatic. 		All staff	Prior to opening Ongoing	✓
Waste	Staff, pupils	<ul style="list-style-type: none"> - Waste to be regularly removed from within the building and in the outdoor bins. 	<ul style="list-style-type: none"> - If someone is symptomatic and while isolating until collection any tissues or waste to be bagged up and stored for 72 hours prior to collection. 	Site team	Ongoing	✓
Lateral Flow testing	Staff, pupils	<ul style="list-style-type: none"> - Those employees who have agreed to be a part of the lateral flow testing to be regularly tested at home. - Waste from these tests can be disposed of in general waste bin - Staff who test positive from such test will need to self-isolate but do not need to arrange a confirmatory PCR. - Those who are symptomatic must not attend school, should be self-isolating. 	<ul style="list-style-type: none"> - Test results should be submitted to the headteacher, collated and reported to LA 	All staff	Prior to opening Ongoing	✓
Face Coverings	Staff, pupils, visitors	<ul style="list-style-type: none"> - Face coverings should be worn when moving around the school by adults in situations where social distancing between adults is not possible - Visitors should be advised to wear face coverings 	<ul style="list-style-type: none"> - Staff may bring a spare face covering to replace if the covering becomes damp during the day. 	All staff	Ongoing	✓
Educational Visits	Pupils, staff, visitors, public	<ul style="list-style-type: none"> - Guidance at the time of this risk assessment advises against all Educational Visits at this time. 	<ul style="list-style-type: none"> - Continue to review such guidance. 	All staff	Ongoing	✓

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After School Activities	Staff, Pupils	<ul style="list-style-type: none"> - Pupils should remain in their own bubbles/classrooms when indoors - Parents/carers must wait outside for their child to be brought to them after the club has finished - Resources used must be cleaned after use - Hand washing facilities must be available 	<ul style="list-style-type: none"> - Parents/carers to be made aware of pick up point and time - After school leader to clean all resources after use - Regular washing/sanitising 	After school leader	Ongoing	✓

REVIEW & UPDATES AUDIT TRAIL

DATE	UPDATE	ACTIONS	COMPLETED
08.06.20	Full review	Written ready for school reopening	✓
26.06.20	General review	Minor amendments	✓
01.09.20	Review for full reopening	Minor amendments	✓
06.01.21	Termly review	Minor amendments	✓
03.03.21	Review for full reopening	Amendments following updated LA & Government guidance	✓
27.04.21	After School Activities	New Activity	✓

Further Guidance

[Schools Coronavirus \(COVID-19\) Operational Guidance](#)

[Entering the UK and quarantine](#)

[Annex A: health and safety risk assessment](#)

[Additional Operational Guidance for Special Schools, Special post 16 institutions and alternative provision](#)

[COVID-19: suggested principles of safer singing](#)

[HSE – Ventilation and air conditioning during the coronavirus \(COVID-19\) pandemic](#)

[First Aid During the Coronavirus \(COVID-19\) pandemic](#)