

Assessment: 15.5.20

Risk Assessment for Schools Re-Opening after Covid-19 Closure

Assessed by: Safety Health & Wellbeing Team

Section: Schools

Review dates: as dictated by issuing of new Government guidance

To address the possibility of being infected with or transmitting Covid-19 during all of a school's activity. Current Government advice (as of 15.5.20) states: The virus that causes Covid-19 is mainly transmitted through droplets generated when an infected person coughs sneezes or speaks. These droplets are too heavy to hang in the air. They quickly fall on floors or surfaces. The advice for schools, colleges and childcare settings is to follow steps on [social distancing, handwashing and other hygiene measures](#), and [cleaning](#) of surfaces. Government guidance is based on their findings that:

- severity of disease in children – there is high scientific confidence that children of all ages have less severe symptoms than adults if they contract coronavirus
- the age of children – there is moderately high scientific confidence that younger children are less likely to become unwell if infected with coronavirus
- numbers of children going back – which needs to be limited initially then increased gradually as the science permits
- systems to reduce the size of the groups coming into contact with each other – such as smaller class sizes spread out across settings

All Headteachers must have completed a Manager's Checklist <http://intranet.bcc.lan/ccm/content/articles/people/health-wellbeing-work/managers-checklist-covid-19.en>

and returned this to the Safety Health and Wellbeing Team, read and disseminated the guidance from BCC and used the dynamic risk assessment template for home visits.

All schools should have completed Bristol City Council CHaSMS. All changes and risk assessments should be Equality Impact Assessed and proper consideration should be given for protected characteristics.

All pupils and their parents/ carers will need to be informed and reassured of the measures in place to control the possibility of infection with or transmission of Covid-19. The changes implemented should be Equality Impact Assessed and proper consideration given for protected characteristics.

IMPORTANT: If you or someone in your home has a symptoms of Covid-19 (high temperature or a new, continuous cough) STAY AT HOME and CALL 111 or <https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/>

SECTION 1- Identifying Hazards and Existing Precautions

What is the Task/Activity or Workplace Environment You Are Assessing?	What Hazards Are Present or May Be Generated?	Who is affected or exposed to hazards?	What is the Potential Severity of Harm (Risk Rating Matrix Table 1)?	What Precautions are Already in Place to Either Eliminate or Reduce The Risk of an Accident Happening (Existing Controls)?	What is the Likelihood of harm occurring? (Risk Rating Matrix Table 1)?	What is The Risk Rating (See Note Below & Risk Rating Matrix Table 2)
School buildings	Buildings and systems e.g. heating & water systems not functioning safely after period of closure	Staff pupils, visitors	serious	Government guidelines https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak	possible	medium

Travel to and from schools	<p>1. Potential for infection with Covid-19 by being in close (under 2m) proximity to an infected person who projects virus through airborne droplet transmission (e.g. cough) or by transferring virus from a surface to inside body</p> <p>2. Infecting others, as above</p>	Staff, pupils, visitors	major	<p>Existing Public Health England (PHE) /Government Guidance https://www.gov.uk/guidance/coronavirus-covid-19-uk-transport-and-travel-advice</p>	possible	high
Staffing allocation	As 1 and 2 above	Staff, pupils, visitors	major	<p>Current DfE advice 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</p>	possible	high
Poor hygiene	As 1 and 2 above	Staff, pupils, visitors	major	<p>Existing good practices and Government advice 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</p> <p>Adults https://coronavirusresources.phe.gov.uk/hand-hygiene/resources/</p> <p>Children https://campaignresources.phe.gov.uk/schools</p>	possible	high
Access to and egress from buildings	As 1 and 2 above	Staff, pupils, visitors	major	<p>Existing Public Health England (PHE) /Government Guidance on social distancing 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</p>	possible	high
Corridors	As 1 and 2 above	Staff, pupils, visitors	major	Existing Public Health England (PHE) /Government guidance as above	possible	high
Playgrounds/	As 1 and 2 above	Staff, pupils,	major	Existing Public Health England (PHE) /Government guidance as above	possible	high

outside areas		visitors				
Assemblies	As 1 and 2 above	Staff, pupils, visitors	major	Existing Public Health England (PHE) /Government guidance as above	possible	high
Dining areas	As 1 and 2 above	Staff, pupils, visitors	major	Existing Public Health England (PHE) /Government guidance as above	possible	high
Classrooms	As 1 and 2 above	Staff, pupils, visitors	major	Existing Public Health England (PHE) /Government guidance as above	possible	high
External providers, visitors and contractors	As 1 and 2 above	Staff, pupils, visitors	major	Existing Public Health England (PHE) /Government guidance as above https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers/closure-of-educational-settings-information-for-parents-and-carers	Possible	high
Deliveries	As 1 and 2 above	staff	major	Existing Public Health England (PHE) /Government general guidance as above https://www.gov.uk/coronavirus https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19	possible	high
Cleaning	As 1 and 2 above	Staff, pupils, visitors	major	Existing Public Health England (PHE) /Government guidance as above https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings	possible	high
Use of Changing facilities, showers and drying rooms	As 1 and 2 above	Staff, pupils, visitors	major	https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings	possible	high
Discovery of (or by) a person with Covid-19 symptoms	As 1 and 2 above	Staff, pupils, visitors	major	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	possible	high
Emergency evacuations	As 1 and 2 above	Staff, pupils, visitors	major	Schools' specific evacuation plan	possible	high
Altered teaching protocols/ curriculum	Stress	Teaching staff, pupils	major	Existing DfE guidelines BCC EAP	possible	high
Working with pupils who are experiencing stress or trauma	Secondary and vicarious trauma:	All staff	major	BCC EAP	possible	high

NOTE: If the risk rating is either High, Very High, Medium or Low proceed to section 2. If the risk rating is No Significant Risk no further action is required.

Section 2 - ACTION PLAN - additional precautions

What is the Hazard You Need to Control?	What additional precautions do you need to either eliminate the risks or to reduce the risk to: at least the MEDIUM RISK RATING or ideally the LOW RISK RATING.	Who is Responsible For Implementing These Controls?	When Are These Controls to be Implemented (Date)?	When Were These Controls Implemented (Date)?
Buildings and systems e.g. heating will not be functioning safely after period of closure	<p>Government guidance</p> <p>All systems should be checked: heating, water safety, CCTV, kitchen, fire alarm and safety systems, gas, security, ventilation, fire exits etc.</p> <p>A deep clean will be needed following cleaning guidance.</p>	Site staff/ Headteacher	Before date school re-opens for any people	26.5.20
Transmission of or infection with Covid-19 during travel to and from schools	<p>Avoid use of public transport wherever possible</p> <p>Where unavoidable follow PHE guidance https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers</p> <p>Consider providing additional parking or bike-racks</p>	All staff and visitors	1.6.20 Date school re-opens for any people	26.5.20
Transmission of or infection with Covid-19 due to inappropriate staffing allocation	<p>Staffing allocation by Headteacher may need to be done on a daily basis and consider the following:</p> <p>Authorisation onto the school site will be by the Headteacher.</p> <p>All staff (incl.PPA, Supply cover, peripatetic etc.) medical needs to be discussed with the Headteacher prior to them entering the school. Contingency planning to be reviewed in the light of possible absence of key staff e.g. caretaker/site manager</p> <p>Staff must have read the risk assessment or school protocol for safe working in school and agree to adhere to it before entering.</p> <p>Staff to confirm if they plan to go into school and this will be confirmed by the Headteacher.</p> <p>Suitable and sufficient provision must be made for the provision of first aid, physical intervention, emergency procedures response, etc.</p> <p>Review positive handling strategies/policies (behaviour strategies/policies) where needed</p> <p>It is accepted that social distancing cannot be maintained during the delivery of first aid, but physical contact should be kept to a minimum, and those administering first aid should wear PPE appropriate to the circumstances. Wash hands and ensure the affected area is cleaned upon completion</p> <p>Staff to follow social distancing guidance in offices/staff rooms/close working in rooms etc.</p> <p>There is an emphasis on ensure social distancing, therefore the smallest number of staff are allocated to a classroom – they are spread out across the school site and in classroom bases.</p>	Headteacher	1.6.20	

	<p>No lone working is permitted.</p> <p>Staff to avoid the use of the staff room unless for individual use when using essential equipment</p> <p>Staff to avoid non-essential trips within the buildings</p> <p>Reduce maximum occupancy for lifts, provide hand sanitiser for the operation of lifts and encourage use of Stairs</p> <p>Avoid employees working face-to-face. Create opportunities to work side-by-side or facing away from each other where possible</p> <p>Use screens to create a physical barrier between people where appropriate i.e. protective screening for staff in receptions or similar areas</p> <p>Staggering break times to reduce pressure on the break rooms, using outside areas for breaks</p>			
Transmission of or infection with Covid-19 due to poor hygiene	<p>Maintenance of good hygiene is essential: Providing additional handwashing facilities will aid this. In addition A cleaning schedule will be implemented throughout the site, ensuring that contact points, e.g. work-surfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly.</p> <p>Good hygiene</p> <p>https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings</p> <p>Keep 2m away from others at all times. Minimum for children: My Personal Space (my outstretched arm) plus your Personal Space (your outstretched arm, not touching) equals social distance.</p> <p>For short periods where 2m distance is not possible, e.g. giving first aid: fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained.</p> <p>Washing/sanitising hands hourly Use soap and water for at least 20 seconds using hand washing technique to be adopted as directed by NHS guidance. Use alcohol-based hand sanitiser if soap and water is not available</p> <p>Avoid touching hands to face but if necessary clean before and afterwards</p> <p>Cover your cough or sneeze with a tissue then throw it in the bin. Have extra tissues available. If tissues cannot be reached in time cough into the crook of your arm.</p> <p>Restrict the number of people using toilet facilities at any one time e.g. staff to supervise.</p> <p>Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.</p> <p>Sites may need extra supplies of soap, hand sanitiser and paper towels and these should be securely stored.</p> <p>Talks will be carried out for all people on site, warning them of the risks posed by the virus as well as the control measures outlined in this assessment and from government guidance. This will include informing people of the known symptoms.</p>	All staff and visitors	1.6.20	22.5.20
Transmission of or infection with Covid-19		All staff and visitors	1.6.20 Date school re-	22.5.20

due to congestion during access to and egress from buildings	<p>Consider having one route for entering the building and separate one for exiting if possible</p> <p>Consider staggered arrival times</p> <p>In reception areas</p> <p>Wash/sanitise hands on arrival and departure</p> <p>Use automatic doors where available</p> <p>Avoid having to touch surfaces where possible.</p> <p>Keep number of visitors as low as possible.</p> <p>Stagger arrival times and explain rationale.</p> <p>Advise parents/carers of need to minimise numbers of people in building before school opens. Consider not allowing parents/carers beyond enclosed reception area.</p> <p>Notices to inform of protocols, 2m distance, hand washing/sanitising etc.</p> <p>All people should be required to stay on site once they have entered it and not leave site unless absolutely necessary during the day to minimise potential of transmission of Covid-19</p> <p>Payments to schools should be taken by contactless methods wherever possible</p> <p>Use screens to protect reception staff</p> <p>Plan safe collection system for pupils to leave and for parents/carers at end of school sessions – e.g. staggered times for leaving /collection and demarcated designated waiting areas</p>		opens for any people	
Transmission of or infection with Covid-19 due to corridor congestion	<p>Use social distancing guidelines of 2m minimum distance between people.</p> <p>Use visual reminders of the 2m distance e.g. on floors and walls</p> <p>Consider staggered use of corridors</p>	All staff	1.6.20Date school re-opens for any people	26.5.20
Transmission of or infection with Covid-19 due to poor arrangements in dining Hall/ canteen congestion	<p>Food and drink should only be consumed in dedicated facilities. Parents have been advised to bring packed lunches and Chartwells will provide FSM packed lunches.</p> <p>Break times should be staggered to reduce congestion and contact at all times.</p> <p>Hand cleaning facilities or hand sanitiser should be available at the entrance of any room where people eat and should be used by all people when entering and leaving the area.</p> <p>Where possible, all persons should be asked to bring pre-prepared meals and drinking bottles from home.</p> <p>All persons should sit 2 metres apart from each other whilst eating and avoid all contact. Reconfigure seating to accommodate safe spacing.</p> <p>Where catering is provided on site, it should provide pre-prepared and wrapped food only and where possible crockery, eating utensils, cups etc. should not be used.</p> <p>(If, as a last resort behind providing pre-wrapped food, any cutlery is provided this should be handed out by staff wearing gloves or allocated separately to users and not provided in communal storage where users select their own.</p>	All staff	1.6.20Date school re-opens for any people	22.5.20

	<p>Food displays should be protected against contamination by coughing, sneezing, etc.</p> <p>Payments should be taken by contactless methods wherever possible.</p> <p>Drinking water should be provided and enhanced cleaning measures of the tap mechanism introduced.</p> <p>Tables and chairs should be cleaned between each use.</p> <p>All rubbish and waste should be put straight in the bin by the user and not left for someone else to clear up.</p> <p>All areas used for eating must be thoroughly cleaned at the end of each break and shift, including chairs, door handles, vending machines and payment devices.</p> <p>Staff Room Staff must clean surfaces and equipment used as they finish.</p> <p>Time needed for staff to use staff rooms may be longer</p> <p>Staff to bring own mugs etc. Regularly wipe down kettles, fridges wearing gloves and aprons if using disinfectant or bleach etc.</p>			
Transmission of or infection with virus in playgrounds/ outside areas	<p>As a minimum My Personal Space + your Personal Space (without touching) = social distance to be observed wherever possible.</p> <p>Staggered use of outdoors and the spaces within is advisable.</p>	All staff	1.6.20 Date school re-opens for any people	22.5.20
Transmission of or infection with Covid-19 due to congestion in assemblies	<p>If it can be guaranteed that all people are observing 2m social distance smaller group assemblies can take place but most assemblies take place in class.</p>	All staff	1.6.20 Date school re-opens for any people	22.5.20
Transmission of or infection with Covid-19 due to classroom congestion	<p>Staff are to maintain a safe distance between each other (2 metres). Children must be encouraged to do the same.</p> <p>Limit the number of people in each room/area to follow social distancing guidance.</p> <p>All persons are to wash their hands upon entering classrooms.</p> <p>Strict hygiene rules to be implemented, all staff to be asked to do the following:</p> <ul style="list-style-type: none"> • Wash hands on entry. • Use alcohol-based hand sanitiser. • Wash hands every hour. • Wash hands if face is touched (but avoid wherever possible and if needed wash hands first) • All hand contact surfaces to be cleaned throughout the day. <p>Only use cleaning products supplied by the school.</p> <p>Equipment: Ensure all equipment used is cleaned daily or more often when used.</p>	All staff	1.6.20 Date school re-opens for any people	22.5.20

	<p>Staff to staff interaction;</p> <ul style="list-style-type: none"> • staff should only complete activities which relate directly to their job descriptions which cannot be completed at home. • Teachers may only complete tasks relating to the Teachers Standards which cannot be completed at home. • No physical contact. • No close contact activities (2 metre distance). <p>Activities and resources</p> <ul style="list-style-type: none"> • All resources to be cleaned after use (including computers). 			
Transmission of or infection with Covid-19 by external providers, visitors and contractors	<ul style="list-style-type: none"> • Only contractors carrying out essential maintenance deemed necessary to the safe running of the school are to be allowed on site and will read and comply with signs in reception regarding good hygiene. • Staff and contractors are to maintain a safe distance between themselves and others (2 metres). • All contractors are to wash/sanitise their hands upon entering the site. • Strict hygiene rules to be implemented, all contractors are to be asked to do the following: Wash hands on entry into individual work areas – or use alcohol-based hand sanitiser. Repeat the hand washing/sanitising every hour. • Site inductions are to be carried out following social distancing principles (2m separation). <p>The contractor is to notify the premises staff of all areas visited, in order that these can then be thoroughly cleaned.</p>	All staff	1.6.20 Date school re-opens for any people	22.5.20
Transmission of or infection with Covid-19 during deliveries	<p>Deliveries will need to be scheduled ringing ahead to warn of imminent arrival by drivers should be asked for</p> <p>Drivers should wash or clean their hands before unloading goods and materials.</p> <p>Drivers should leave packages in a safe place –school staff not to approach delivery staff</p> <p>Hands are to be thoroughly washed after handling all deliveries or waste materials.</p> <p>Waste to bags and containers - to be kept closed.</p> <p>Waste collections to be made when the minimum number of people are on site (i.e. after normal opening hours).</p>	All staff	1.6.20 Date school re-opens for any people	22.5.20
Transmission of or infection with Covid-19 due to inadequate cleaning	<p>Continue to follow Government guidance.</p> <p>Fixtures and fittings which are high-use will need frequent cleaning e.g. door handles, play equipment,</p> <p>Regularly clean the hand washing facilities and check soap and sanitiser levels.</p> <p>Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.</p>	All staff	1.6.20 Date school re-opens for any people	22.5.20

	<p>Sites may need extra supplies of soap, hand sanitiser and paper towels and these should be securely stored.</p> <p>A cleaning schedule will be implemented throughout the site, ensuring that contact points, e.g. work-surfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly.</p> <p>Cleaning protocol is as follows:</p> <ul style="list-style-type: none"> • Extra attention is to be given to frequently-touched areas and surfaces, e.g. doors, toilets, door handles, finger plates, phones, light switches and door fobs, window handles, taps, sinks, shared keyboards & mice, etc. • Classrooms to be cleaned in lunchbreaks • Hand towels and hand wash are to be checked and replaced as needed by the Site Manager and cleaning staff as appropriate • Enhance the cleaning regimes for toilet facilities, particularly door handles, locks and the toilet flush, etc. • Only cleaning products supplied by the school are to be used. • Bin liners should be used in all bins • Consider storage for staff clothes and bags • Consider washing premises staff uniforms on site rather than at home 			
Transmission of or infection with Covid-19 during use of changing facilities/showers/drying rooms	<p>Introduce staggered start and finish times to reduce congestion and contact at all times.</p> <p>Introduce enhanced cleaning of all facilities throughout the day and at the end of each day.</p> <p>Consider increasing the number or size of facilities available on site if possible.</p> <p>Based on the size of each facility, determine how many people can use it at any one time to maintain a distance of two metres.</p> <p>Provide suitable and sufficient rubbish bins in these areas with regular removal and disposal.</p> <p>Bin liners should be used in all bins</p>	All staff	1.6.20 Date school re-opens for any people	22.5.20
Transmission of or infection with Covid-19 during discovery of (or by) a person with Covid-19 symptoms	<p>If a person displays symptoms - A high temperature or a persistent cough, they should:</p> <ul style="list-style-type: none"> • Notify the Headteacher immediately. • Avoid touching anything. • Go home immediately (Children accompanied by their parent, etc). 	All staff	1.6.20 Date school re-opens for any people	22.5.20

	<ul style="list-style-type: none"> All other persons are to maintain a safe distance from affected individual. If they need to cough or sneeze this should be into a tissue which is then put into a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow. If the person is a child PPE should be worn by the adult supporting them as they await collection. A fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. They must then follow the guidance on self-isolation and not return to school until their period of self-isolation has been completed. Areas occupied and equipment used by the affected person are to be isolated for 72 hours, then thoroughly cleaned and disinfected. <p>https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</p> <ul style="list-style-type: none"> A note of all persons who the affected person has been in contact with is to be made, and these are to be monitored for symptoms throughout the following two weeks 			
Transmission of or infection with Covid-19 during emergency evacuations	Emergency evacuations are to take place following social distancing principles as far as is reasonably practicable. At assembly areas a 2m separation should be observed as far as possible.	All staff and visitors	6.5.20 Date school re-opens for any people	22.5.20
Stress	<p>It should be recognised that all staff will be experiencing a higher than normal level of stress. Measures to control this should be considered according to the needs and the working practices of each school.</p> <p>The curriculum will need revision. Teaching staff must be involved in the creation of processes and schemes of work which will enable children to return safely and to continue their learning. These must be realistic and holistic. Expectations will need to be different and a period of review of new practice (pedagogy) must be undertaken giving staff the opportunity to adapt and evaluate before formal assessment of their performance or assessments of children's attainment begins. It should be noted that many routine activities will take more time to complete.</p> <p>Schools should closely monitor the wellbeing of their pupils as they manage change and offer supports. Safeguarding concerns should be considered.</p> <p>Schools should be closely monitoring the wellbeing of their staff, including leadership, particularly regarding anxiety, bereavement or stress and giving proper supports.</p> <p>Staff should be reminded of the availability of Bristol City Council Employee Assistance Programme. 24/7, free, confidential, access for staff to a trained counsellor on 0800 111 6387.</p>	All staff	6.5.20 Date school re-opens for any people	22.5.20
Secondary and	Make relevant managers/staff aware of risks. Conduct training. Emphasise BCC EAP.	All staff	1.6.20 Date school re-	

Vicarious Trauma			opens for any people	
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RISK RATING MATRIX
(Notes To Aid Completion Of The Risk Assessment Format)
Table 1

Potential Severity of Harm	Meaning	Likelihood of Harm	Meaning
Fatal/Major Injury	Death, major injuries or ill health causing long-term disability/absence from work.	High Likelihood	Occurs repeatedly / event only to be expected
Serious Injury	Injuries or ill health causing short-term disability/absence from work (over three days)	Possible	Moderate chance/could occur sometimes
Minor Injury	Injuries or ill health causing no significant long-term effects and no significant absence from work	Improbable	So unlikely that probability is close to zero

Table 2

Risk Rating - Degree of Injury by Likelihood/Probability			
	High Likelihood	Possible	Improbable
Fatal/Major Injury	Very High Risk	High Risk	Medium Risk
Serious Injury	High Risk	Medium Risk	Low Risk
Minor Injury	Medium Risk	Low Risk	No Significant Risk