

What to include in your COVID-19 risk assessment

Company name: Twyford St Mary's C of E Primary School

Assessment carried out by: Sophie Davies

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As an employer, you must protect people from harm. This includes taking reasonable steps to protect your workers and others from coronavirus. This is called a COVID-19 risk assessment and it'll help you manage risk and protect people. You must:

- identify what work activity or situations might cause transmission of the virus
- think about who could be at risk
- decide how likely it is that someone could be exposed
- act to remove the activity or situation, or if this isn't possible, control the risk

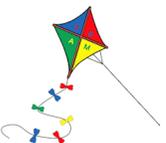
When completing your assessment make sure you talk to your workers and their representatives to explain the measures you are taking. They can also provide valuable information on how you could control the risks.

You can use this document to help you make sure you have covered what you need to keep workers and others safe. Once you have completed your risk assessment you will also have to monitor to make sure that what you have put in place is working as expected.

More information on working safely during the coronavirus outbreak.

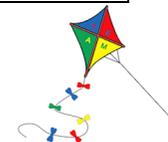
HSE's core guidance on managing risk.

In the UK some rules such as social distancing may be different in each of the devolved nations. However, HSE regulates in all of these countries. You should check the public health guidance for the country you are in: Wales, England, Scotland



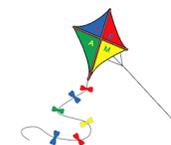
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What are the Hazards?	Who might be at harm?	Controls	What actions do you need to consider to control the risk?	Who needs to carry out the action?	When does this need to be carried out?
Getting or spreading coronavirus by not washing hands or not washing them adequately	All Staff All pupils All certified visitors e.g. emergency contractors or governors	-Robust hand and respiratory hygiene -Enhanced cleaning and ventilation arrangements -Access to sanitiser and hand washing facilities -Reminders from adults re hand washing at regular intervals- including through assemblies.	- Put in place monitoring and supervision to make sure people are following controls - Put signs up to remind people to wash their hands - Provide information about when and where they need to wash their hands - Identify if and where additional hand washing facilities may be needed - If people can't wash hands, provide information about how and when to use hand sanitiser - Identify how you are going to replenish hand washing/sanitising facilities	All Individuals	Daily
Getting or spreading coronavirus in common use high traffic areas such as classrooms, hall, staff rooms, toilet facilities, entry/exit points to facilities, and other communal areas or not social distancing	All Staff All pupils All certified visitors e.g. emergency contractors or governors	-Identify areas were people will congregate - Identify areas where there are pinch points meaning people can't meet the social distancing rules, e.g. narrow corridors, doorways, storage areas - Identify areas and equipment where people will touch the same surfaces, such as in kitchens. -Restricting attendance to Key worker and Vulnerable pupils -Formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible through bubbles -Reduced staff numbers on site -Cancellation of all outside agencies and wider school trips and events. - 1M+ rule for all pupils and adults were appropriate	- Full staff lockdown email so all are aware of procedures of bubble spaces -signage in shared spaces (e.g. top photocopier) - Put in place monitoring and supervision to make sure staff and pupils are following controls put in place, e.g. following hygiene procedures, washing hands, following one-way systems -Check site for forward facing desks, spacing in class bubbles, and only mixing outdoors/in hall for wider key stage bubble. -Put in place one-way systems in corridors or regularly used pedestrian traffic routes to manage the flow of people moving around workplaces and to allow social distancing rules to be met -Leave non-fire doors open to reduce the amount of contact with doors and also potentially improve workplace ventilation	All Individuals	Daily



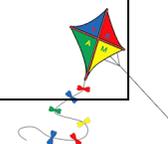
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Getting or spreading coronavirus by not cleaning surfaces, equipment and workstations	<p>All Staff</p> <p>All pupils</p> <p>All certified visitors e.g. emergency contractors or governors</p>	<ul style="list-style-type: none"> -Use the guidance on cleaning and hygiene during the coronavirus outbreak - Identify surfaces that are frequently touched and by many people (often common areas), eg handrails, door handles, vehicle door handles (inside and outside), shared equipment etc and specify the frequency and level of cleaning and by whom - Train people how to put on and remove personal protective equipment (PPE) that is used for normal work hazards and how to keep it clean - Avoid sharing work equipment by allocating it on personal issue or put cleaning regimes in place to clean between each user - Identify where you can reduce the contact of people with surfaces, e.g. by leaving open doors 	<ul style="list-style-type: none"> -Cleaning resources replenished daily by DW - All shared spaces to have windows and doors open at regular hourly intervals and throughout breaks and lunchtimes. -Daily cleaning from First Klass with a deep clean of all shared areas on a Friday. -Cleaning resources provided for teaching and admin staff in classrooms, desk spaces and all shared areas. - PPE available to all staff via the office -Avoid pupils sharing resources and soft furnishings. 	<p>SD DW JQ</p> <p>First Klass Cleaners</p>	Daily
Mental health and wellbeing affected through isolation or anxiety about coronavirus	<p>All staff</p> <p>All pupils</p>	<ul style="list-style-type: none"> - Have regular keep in touch meetings/calls with people working at home to talk about any work issues - Talk openly with workers about the possibility that they may be affected and tell them what to do to raise concerns or who to go to so they can talk things through - Involve workers in completing risk assessments so they can help identify potential problems and identify solutions - Keep workers updated on what is happening so they feel involved and reassured - Discuss the issue of fatigue with employees and make sure they take regular breaks, are encouraged to take leave, set working hours to ensure they aren't working long hours -Attend Well-being webinar 	<ul style="list-style-type: none"> - Share information and advice with workers about mental health and wellbeing - Consider an occupational health referral if personal stress and anxiety issues are identified 	SD	Weekly check ins



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Discomfort or disorders as a result of using DSE at home for a long period of time	Staff	<ul style="list-style-type: none"> -Follow Hampshire guidance on display screen equipment -There is no increased risk for people working at home temporarily but if this arrangement becomes long term the risks should be assessed - For all people working at home using display screen equipment (DSE) put in place information and training on how to protect themselves, eg take regular breaks, stretching exercises, set the equipment up properly 	<ul style="list-style-type: none"> - Weekly check in with staff on use of DSE 	SD/JQ	Weekly check ins
Increased risk of infection and complications for vulnerable workers	All staff Pupils	<ul style="list-style-type: none"> - Identify who in your work force fall into one of the following categories: <ul style="list-style-type: none"> ➢ Clinically extremely vulnerable ➢ People self-isolating ➢ People with symptoms of coronavirus -Encourage all to engage with the DFE test and trace in primary schools programme. 	<ul style="list-style-type: none"> - Put systems in place so people know when to notify you that they fall into one of these categories, e.g. they start chemotherapy or are pregnant - Record and monitor test and trace programme 	SD/JQ	Pre Lockdown plan
Response to any school based or community infection	All staff Pupils	<ul style="list-style-type: none"> -Engage with the NHS Test and Trace process. -Manage confirmed cases of coronavirus (COVID-19) amongst the school community. -Contain any outbreak by following local health protection team advice. -If anyone in the school becomes unwell with a new and persistent cough or a high temperature, or has a loss of or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow guidance for households with possible or confirmed coronavirus (COVID-19) infection -Other members of their household (including any siblings) should self-isolate for 10 days from the day after the individual tested positive. -HT to report infection to PHE and local authority 	<ul style="list-style-type: none"> -Ensuring that pupils, staff and other adults do not come into the school if they have coronavirus (COVID-19) symptoms or have tested positive in at least the last 10 days and ensuring anyone developing those symptoms during the school day is sent home, are essential actions to reduce the risk in schools and further drive down transmission of coronavirus (COVID-19). -If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age and needs of the child, with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people. -If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else. 	SD/JQ/RC	Daily checks



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			<p>-PPE must be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). More information on PPE use can be found in the safe working in education.</p> <p>-Any member of staff who has provided close contact care to someone with symptoms, even while wearing PPE, and all other members of staff or pupils who have been in close contact with that person with symptoms, even if wearing a face covering, do not need to go home to self-isolate unless:</p> <ul style="list-style-type: none"> • the symptomatic person subsequently tests positive • they develop symptoms themselves (in which case, they should arrange to have a test) • they are requested to do so by NHS Test and Trace or the PHE advice service (or PHE local health protection team if escalated) 		
<p>Group / special needs</p> <ul style="list-style-type: none"> • Personalised Risk assessments for pupils with EHCP • EHCP pupils in attendance with a one to one throughout the school day. 					

