



CARLINGHOW ACADEMY

RISK ASSESSMENT - PRIMARY SCHOOL

COVID 19 – School General Risk assessment proforma

School Carlinghow Academy

Date of Risk Assessment: 2nd January 2021 Reviewed 5th March 2021

This risk assessment should be completed in line with Government guidance for the particular challenges of your school and reviewed regularly as and when circumstances change. 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.

The risk assessment is about demonstrating your school is reducing and mitigating risk so far as is reasonably practicable following the most up to date Government advice. If the guidance cannot be achieved after plans have been put in place then the school has to consider whether that activity or part of the school should be open.

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 has been updated in line with government guidance released on 22.02.21 and amendments to the CMBC RA Proforma V3 March 21. The risk assessment will be updated in line with further updates as and when they arise.*



The Activity What are the Hazards?	Who might be affected?	What additional controls have been put in place to reduce the risk of infection in accordance with Public Health advice?	Are there any further actions necessary?	Action by whom?	Action by When?	Done
<p>General controls to prevent risk of infection.</p>	<p>Staff, visitors, Pupils</p>	<p>General Controls and instruction to staff throughout the school:-</p> <ul style="list-style-type: none"> - Children allocated classrooms and remain in their allocated groups to prevent mixing. - Increased cleaning regime - Hand washing facilities in place and pupils encouraged to use these. - Staff or pupils who may become symptomatic to be reminded to stay home and self isolate for 10 days. - Following guidance from government regarding the return for all school children. - Non- fire safety doors can be propped open to allow ventilation. - Windows to be opened each morning to allow adequate ventilation. - 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 and in all classrooms and rooms - Regular cleaning of key touch points such as door handles – will be continually done by the site manager during the day - Any equipment passed between bubbles will be cleaned before use - Staff or pupils who may become symptomatic to obtain a test and if positive to stay home and self-isolate for 10 days. Public Health to 	<ul style="list-style-type: none"> - Establish a record of cleaning. - Regular cleaning throughout the day. - Reminders of regular hand washing. - Reminder to parents and staff of symptomatic people or those in the household of someone who is symptomatic are not to attend school. - Agreement prior to return + Posters around school - Parents informed of the procedures in relation to COVID19. - Agreement prior to return + Posters around school - Ensure sufficient PPE and gel dispensers in stock. - 4 Staffroom spaces made available for bubbles of staff to be socially distanced - Allocated staff in each bubble responsible for regular 	<p>DW& Site Supervisor</p> <p>Allocated staff</p> <p>All staff</p> <p>DW/MF</p> <p>DW/MF</p> <p>DW/CP</p> <p>DW</p>	<p>8th June Reviewed 2nd Jan 21</p> <p>5th June Reviewed 2nd Jan</p> <p>All day/ everyday</p> <p>9th Sept Reviewed 2nd Jan</p> <p>2nd Sept Reviewed 2nd Jan</p> <p>8th June Reviewed 2nd Jan</p> <p>5th Sept</p>	<p>✓ Reviewed 5th March 2021</p>



		be informed of positive test and close contacts/ bubbles to also self-isolate on advice of public health.	cleaning inside bubble. Nominated person to regularly cleaning of communal areas. All cleaning recorded on a log sheet.	DW/MF	8 th June Reviewed 2nd Jan	
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 being circulated.- 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			8 th March	



Clinically vulnerable staff	Staff	<ul style="list-style-type: none"> - Clinically vulnerable (but not clinically extremely vulnerable) individuals will be offered the safest available on-site roles, staying 2 metres away from others wherever possible. 				<p>✓</p> <p>Reviewed 5th March 2021</p>
Use of Classrooms	Staff, Visitors, Pupils	<ul style="list-style-type: none"> - Classroom furniture will be reorganised (removed) to avoid children sitting face to face and where this is not possible the maximum possible distance between tables/chairs will be created. - Limited to 30 pupils, 1 Teacher and allocated support staff. - Classes will be grouped into EYFS bubble, KS1 bubble (Y1 & 2), LKS2 bubble (Y3 &4), a Y5 bubble and a Y6 bubble. - Each child (Y2 above) to have a designated chair/table - Each child to have their own labelled resource packs - Staff should have their own pencils etc. and not share. - Staff will wash their hand and surfaces, before and after handling pupil's books. - Windows are opened every morning by caretaking staff for good ventilation. - Classrooms to be regularly cleaned. - Social distancing to be promoted while in these smaller groups where possible. - Play times to be staggered to minimise cross over of bubbles 	<p>-Share organisational arrangement through staff training w/c 07/09</p> <ul style="list-style-type: none"> - Packs to be made for each child - All Staff to be made aware of information in risk assessment - All staff to see timetables - Disinfectant/anti-bacterial sprays/handtowels to be provide in all areas in use - Clearly indicate by signage/taping etc any areas of school not in use or out of bounds <p>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.</p>	DW	<p>8th June Reviewed 2nd Jan</p>	<p>✓</p> <p>Reviewed 5th March 2021</p>



		<ul style="list-style-type: none"> - Phones – Landlines will be wiped down after every use. - Phones – Shared Landlines will be wiped down after every use. - School resources, art and other products made in school should not be taken home by staff or children. - Classroom based resources, such as books games, can be shared within a bubble; these should be cleaned regularly - Resources that are shared between classes or bubbles, such as sports, arts and science equipment should be clean frequently and meticulously 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) 				
Provision in Early Years	Staff, Pupil Visitors	<ul style="list-style-type: none"> - EYFS ratios still to be met - Year group bubble with regular staff and pupils to prevent mixing. - Personal contact cannot be avoided in such setting. - Staff to wash hands after any contact - All soft furnishings have been removed as per guidance. - Toys and resources that cannot be regularly and effectively cleaned have been removed 		SLT	8th June Reviewed 2 nd Jan	✓ Reviewed 5 th March 2021
Use of 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. - Staff to wear face coverings when using 	<ul style="list-style-type: none"> - All staff to see timetables - All staff/pupils to be reminded to keep to the left at all times to ensure maximum 	SLT	8th June Reviewed 2 nd Jan	✓ Reviewed 5 th March 2021



		<p>communal areas.</p> <ul style="list-style-type: none"> - Face coverings should be worn when moving around the school by adults in primary schools 	<p>distancing is achieved</p>			
Use of toilets and cloakrooms	Staff, pupils, visitors	<ul style="list-style-type: none"> - Available hand washing facilities with encouragement to use these facilities regularly and prior to eating. - Hand driers have been switched off in all toilets and hand towels provided - Regular cleaning of the toilet area touch points - Teachers to monitor toilet use within bubble during the day to ensure only one per child per bubble - Lunch boxes will be stored on blue trolleys or under desks - Coats to be hung on back of children's chairs. 	<ul style="list-style-type: none"> - Suitable handwash/disposable paper towels to be provided at all sinks with running water - Access to pupil toilets to be restricted to ensure some measure of social distancing can be maintained - Staff made aware of above through staff training. 	Site Supervisor	8th June Reviewed 2 nd Jan	✓ Reviewed 5 th March 2021
Use of the playground and outdoor 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 within bubbles - Ensure a cleaning regime includes the playground equipment is cleaned between 	<ul style="list-style-type: none"> - All staff to see timetables - Equipment not in use to be suitably marked/taped to indicate. 	DW/MF	8th June Reviewed 2 nd Jan	✓ Reviewed 5 th March 2021



		<p>different groups or take out of use if necessary.</p> <ul style="list-style-type: none">- Toys and equipment - children should not share toys and equipment unless cleaned in-between. Equipment can be shared within a bubble; these should be cleaned regularly- Contact sports such as football and basketball have temporarily been prohibited- 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.				
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.		5 th March 2021	



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 creates a barrier between front facing staff and others. - Children to enter the school via other entrances other than reception if possible. 	<ul style="list-style-type: none"> - Letter to parents 	DW/MF	5th June Reviewed 2 nd Jan	✓ Reviewed 5 th March 2021
Clinically vulnerable and Clinically Extremely 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. - 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"> - Request information from staff and parents to identify those in these categories. - Keep in contact with those who are shielding or working from home. 	SLT	5th June Reviewed 2 nd Jan	✓ Reviewed 5 th March 2021
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. - All staff meeting 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. 	MF	5th June Reviewed 2 nd Jan	✓ Reviewed 5 th March 2021



<p>Area for isolation/first aid and separate toilet</p>	<p>Staff, Pupils,</p>	<ul style="list-style-type: none"> - Rainbow 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"> - Equip both rooms with PPE and First Aid equipment. 	<p>DW/MF</p>	<p>5th June Reviewed 2nd Jan</p>	<p>✓ Reviewed 5th March 2021</p>
<p>Symptomatic staff or pupils</p>	<p>Staff, visitors, pupils</p>	<ul style="list-style-type: none"> - Seats placed in the Children's centre entrance vestibule for any symptomatic child/staff awaiting collection. This area is infrequently used will be clearly signposted as being out of bounds and has an exit point directly out of the building. Where possible the child/staff member will enter this area externally leaving their classroom from the nearest exit point. - Area in which symptomatic people are awaiting requires to be cleaned after use. - Staff and Children can be eligible for testing. - Those staff who require close supervision while awaiting collection will be provided with PPE ie face shield, respirator FP3, gloves and apron, These will be kept in the main office. - Procedure in place for isolating staff and pupils who are symptomatic or who have been formally diagnosed with COVID - Staff referred for testing if they have been in contact with a person diagnosed with COVID or if they display symptoms 	<ul style="list-style-type: none"> - Questionnaire to be completed prior to staff returning to school to highlight they are well to attend school. - Establish a clear procedure of how to access testing and when someone should be tested. - Equip medical room with full PPE equipment and First Aid resources - Where there are work related positive COVID cases these may be HSE reportable and guidance from the schools H&S advisors should be sought. - In an emergency call 999 if someone is seriously ill or injured or life is at risk. 	<p>DW/MF</p>	<p>5th June Reviewed 2nd Jan</p>	<p>✓ Reviewed 5th March 2021</p>
<p>Assembly & gatherings</p>	<p>Staff, Pupils Visitors</p>	<ul style="list-style-type: none"> - Class assemblies to be held. - If to conduct assemblies/gatherings ensure the groups are remained and where possible social distancing is adhered to. - If possible the schools will conduct outside education to allow for social distancing. 	<ul style="list-style-type: none"> - All staff trained in social distancing requirements in school - Singing, wind and brass playing should not take place in larger groups such as 	<p>DW</p>	<p>5th June Reviewed 2nd Jan</p>	<p>✓ Reviewed 5th March 2021</p>



			choirs and assemblies unless significant space, natural airflow, strict social distancing and mitigation can be maintained.			
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"> - Staff made aware of above through staff training - Establish an agreement with the transport provider of the controls they will have in place to ensure safety. 	DW/MF	5th June Reviewed 2 nd Jan	✓ Reviewed 5 th March 2021
Personal Protective Equipment (PPE)	Staff, Pupils	<ul style="list-style-type: none"> - PPE required for personal care only. - PPE to be sourced prior to opening. - PPE signed out when used. - Risk assessment already in place for children with intimate care need (PPE to continue to be used in usual way) - <i>Government advice not to use face masks or visors in this situation (NB: Special schools will require different assessment)</i> 	<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. - Create recording system for use of PPE 	DW	Reviewed 2 nd Jan	✓ Reviewed 5 th March 2021
Home visits into the property	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. - Hand sanitiser provided for staff required to conduct home visits - Staff advised to change clothing after a home visit. - Home visits can be conducted 2m from outside the front door (any concerns will be directed to social services in the normal manner) 	<ul style="list-style-type: none"> - Establish/ update home visit procedure to include COVID19 controls. 		Reviewed 2 nd Jan	✓ Reviewed 5 th March 2021



<p>Visitors & Contractors in schools</p>		<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. - All visitor to complete a log identify who they have worked with. - 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. 	<p>DW & SPIE</p>	<p>Reviewed 2nd Jan</p>	<p>✓ Reviewed 5th March 2021</p>
<p>Physical restraints/ comforting, first aid</p>	<p>Staff, pupils</p>	<ul style="list-style-type: none"> - Ensure team teach training has been achieved by teachers who are required to carry out physical restraining. - Ensure wash facilities are available after a close contact event. - No child or member of staff should be in school if they are symptomatic. - Head teacher to reassess inclusion policy based on each case as it arises. 	<ul style="list-style-type: none"> - Risk Assessment in place for those presenting risk of requiring Team Teach - Training for all staff on PPE/Personal safety if using Team Teach 	<p>DW/MF</p>	<p>Reviewed 2nd Jan</p>	<p>✓ Reviewed 5th March 2021</p>
<p>Waste</p>	<p>Staff, pupils</p>	<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. 	<p>Mark/ Janet</p>	<p>Reviewed 2nd Jan</p>	<p>✓ Reviewed 5th March 2021</p>



<p>Health and Safety general considerations</p>	<p>Staff and pupils</p>	<ul style="list-style-type: none"> - School will continue to maintain all statutory requirements for maintenance of mechanical and electrical systems e.g. water system, fire system etc. - Site inspection to be conducted prior to reopening of any section of the school - No fire drills conducted to prevent congregations of people - Security on external gates and perimeter to be monitored by senior management and the site manager as the school will be more open accessible with staggered starts etc. - Lockdown procedure has been reviewed and the new arrangements have been given to staff 	<p>-</p>	<p>DW/Mark</p>	<p>Reviewed 2nd Jan</p>	<p>✓ Reviewed 5th March 2021</p>
<p>Lateral Flow testing</p>	<p>Staff, pupils</p>	<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. 	<p>- Admin briefing on systems</p>	<p>Covid Co-Ordinator</p>	<p>Ongoing</p>	<p>Reviewed 5th March 2021</p>
<p>LFT Kit Storage/Security</p>	<p>Staff</p>	<ul style="list-style-type: none"> - Kits will be kept in a secure area to prevent unauthorised access – Rainbow Room Medical cupboard - Kits will be stored in temperatures between 2 and 30 degrees 	<p>- Government Guidance</p>	<p>Covid Co-Ordinator</p>	<p>Ongoing</p>	<p>Reviewed 5th March 2021</p>



LFT Kit Recording & Administering	Staff	<ul style="list-style-type: none">- Delivery of test kits log numbers to be recorded- Ensure staff are given test kit instructions and sign for their test kit on a log- Staff member responsible for ordering additional kits	<ul style="list-style-type: none">- Government Guidance	Covid Co- Ordinat or	Ongoing	Reviewed 5 th March 2021
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Assessors Name: Dani Worthington

Assessment Review Date: Reviewed 5th March 2021