

Covid-19 Generic risk assessment template for schools and childcare settings- (Step 4 of the government roadmap)- From 19th July 2021

The purpose of this template is to help schools decide which actions to take. They should undertake an appropriate COVID-19 risk assessment, just as for other health and safety related hazards. This risk assessment must be done in consultation with staff and union representatives.

Introduction

Last week the government published a short [operational guide](#) to the lifting of most restrictions from 19th July 2021. The LA has received a number of enquiries from schools about the guidance between 19th July and the end of term, which for many schools is Friday 23rd July.

A revised risk assessment template has been prepared for schools (see below) to base their own risk assessments from step 4 of the roadmap. A copy of the pre-step 4 risk assessment should be retained for reference purposes and for those cases where additional protective measures are temporarily brought back.

Mixing and Bubbles

The guidance is clear in that schools can maintain restrictions on mixing and bubbles until the end of the summer term. We strongly recommend that schools do this to minimise the spread of infection and incidences of self-isolation in the run up to when staff and many families will be taking their holidays. In the event that a school has an outbreak of Covid-19, the reintroduction of these arrangements may be required as a temporary measure.

Social distancing

Although social distancing is no longer a government requirement, the LA on advice from public health colleagues recommends that schools should use the 1m+ rule wherever possible (people to stay at least a metre away from each other with measures in place to limit the transmission of Covid-19. Measures include; the use of face coverings, facing away from each other and the increased use of hand sanitisers).

Tracing close contacts and isolation

As of the 19th July, schools are no longer required to undertake contact tracing. Contacts from a school setting will only be traced by NHS Test and Trace where the positive case specifically identifies the individual as being a close contact. Schools may be contacted in exceptional cases to help with identifying close contacts, as currently happens in managing other infectious diseases. This is likely to be the case for young children and those attending special schools. Anyone identified as a close contact before 16th August must still self-isolate. From that date, children and young people under 18 and 4 months will not be required to self-isolate but instead encouraged to get a PCR test.

The content of this document was produced in consultation with partnering bodies and is now final. It will be kept under review and may change, refer to the change control table on page 3. **Version 15th July 2021**

Face Coverings

The LA on advice from public health colleagues recommends that wherever possible, face coverings should be used in schools where social distancing can't be maintained (not for use by primary school pupils as before). Face coverings may also be required as an additional temporary measure in the event of an outbreak at a school.

Summer Schools

The [guidance](#) on these state that restrictions on mixing and 'bubbles' will not apply to those attending summer schools.

Summary

As the infection rate is rising and a large number of schools currently have outbreaks, the LA recommends that schools take a cautious approach to lifting any restrictions before the end of term. Schools will wish to take into account the views of their school community and unions.

Going forward, in the case that a school has an outbreak of Covid-19, a number of controls may be required as a temporary measure. These measures can include the reintroduction of 'bubbles'. Further guidance will be issued as required before the start of the autumn term.

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The following actions will contribute to reducing the likelihood of COVID-19 transmission:

- 1) Ensure good hygiene for everyone
- 2) Maintain appropriate cleaning regimes
- 3) Keep occupied spaces well ventilated
- 4) Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19

Further government guidance can be found at: [Actions for schools during the coronavirus outbreak - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/guidance/actions-for-schools-during-the-coronavirus-outbreak) and on coronavirus information [Ealing Grid for Learning](#)

This Risk Assessment should be completed in conjunction with the guidance above and with the guidance available on EGfL

Further advice can be sought by contacting either [Raj Chowdhury](#) (Children's Services) or [Steve Dunham](#) (Children's Services)

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Document Changes	Date
Original document published	22 nd May 2020
References made to EHCP children with 1-2-1 support. Hierarchy of controls added for all settings. Note added about virtual assemblies. Note added about seeking advice if required around propping of doors. Note added about cleaning of lunch areas. Note added on external providers of OT/physiotherapy and hydrotherapy sessions.	26 th May 2020
First page text amended to reflect the updated guidance on those clinically vulnerable and those clinically extremely vulnerable (shielding).	4 th June 2020
Text added about the 'Test and Trace' system and what schools should do in the event of a suspected or confirmed case.	19 th June 2020
Text added to clarify that staff members do not need to self-isolate as a precaution if they need to change 'bubbles'.	22 nd June 2020
Front page updated to reflect changes to government guidance for schools bringing back all children. Risk assessment rewrite based on amended government guidance	3rd July 2020
As a result of trade union consultation, a reminder added for schools to adequately record details of pupils, staff and visitors on site.	8 th July 2020
In line with updated guidance, the need for strict social distancing on dedicated transport removed and schools to provide immunisation programmes as normal added.	31 st July 2020


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Updated to reflect the fact that the local authority now only needs to be informed about any positive cases (not suspected cases). In line with updated government guidance, the potential use of face coverings in secondary schools added.	26 th August 2020
In line with updated government guidance, face coverings now advised for over 11's on dedicated transport and a note added to ensure that ventilation is maximised on dedicated transport vehicles. Schools signposted to government guidance on; music, dance, drama, indoor/outdoor performances and team sports.	1 st September 2020
Link added to the HSE website on first aid. Link to the St John's Ambulance website removed.	10 th September 2020
DfE contact details added for any confirmed cases	17 th September 2020
Changes made to reflect further controls due to the new virus variants and January 2021 national lockdown. Additional controls include; High schools may wish to use face coverings in classrooms, keeping occupied spaces well ventilated, highlighting the need to keep visitors to an absolute minimum, reminding schools to keep 'bubble sizes' as small as possible and the rollout of asymptomatic testing in certain school settings.	8 th January 2021
Updates made in line with Government guidance published on the 22 nd February 2021 for the full opening of schools in March. Changes made include the areas of face coverings and asymptomatic testing. Overall size of document also reduced.	24 th February 2021
Updates made in line with Government guidance published on 26 th March 2021. Changes made in the areas of; test and trace, CEV pupils, educational visits, wraparound care and extra-curricular activities and physical activities.	29 th March 2021

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Updates made in line with Government guidance published on the 10th May 2021. Foreword note added on face coverings. Additions made in the areas of educational visits, wraparound and extra-curricular provisions, performances and outdoor activities.	12th May 2021
Updates made in line with Government guidance published on the 6 th July 2021 on Step 4 of the roadmap and local/London wide public health advice.	15 th July 2021

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School: Perivale Primary School			School address: Federal Road, Perivale, UB6 7AAP		Review Date: 21/7/21			
Assessment Date: 21/7/21			What/who is being assessed? Biological hazard- Covid-19 within educational settings (This is a generic risk assessment for schools with signposts to the relevant Government guidance. Schools will need to include any specific controls they have in place to this document).					
Name of Assessor:					Responsible Person for Actions:			
Task / Activity Area	Hazard	Who might be harmed and how?	What are your existing controls? <i>SLT's to write what is being done now and then refer to Recommended controls:</i>	Recommended Control Measures <i>SLT's to move Recommended Controls into Existing Controls once they have been implemented:</i>	Action by who/when?	Likelihood of occurrence after recommended controls added (L) 1-Very Unlikely 2-Unlikely 3- Possible 4- Likely 5- Very Likely Likelihood = Probability of occurrence based on specific activity being assessed	Impact (I) 1-Negligible 2- Minor 3- Moderate 4- Major 5- Extreme Impact = Estimate of harm based on specific activity being assessed	Overall Risk (L X I) + I <10 = Low 10-19 = Medium 20-30 = High

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Task / Activity Area	Hazard	Who might be harmed and how?	What are your existing controls?	Recommended Control Measures	Action by who/when?	Likelihood of occurrence after recommended controls (L)	Impact (I)	Overall Risk (L X I) + I

Entering the school	Biological hazard- Covid-19	Staff, parents and pupils could become infected with COVID-19. If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to severe illness and hospitalisation, and, in rare cases, even death		<ul style="list-style-type: none"> Parents are aware to stay at home when a child or household member develops coronavirus symptoms and access PCR testing. Schools communicate this regularly to parents. On entry to school, staff and pupils to wash their hands with anti bac or soap and water for at least 20 seconds and hands dried or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered. Skin friendly cleaning wipes can be used as an alternative. Guidance for school offices can be found here <p>Additional actions Staggered start and end times Nursery 8:30 – 11:30 Nursery 12:30 – 3:30 Reception – 9.00 – 3.20 Year 2, 3, 5 – 8.40 – 3.00</p>	<p>Letter to parents 23.7.21</p> <p>Staff informed 23.7.21</p> <p>Parents/staff 23/7/21</p>	2	3	<p>(2X3) +3 = 9 (Low)</p>
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Task / Activity Area	Hazard	Who might be harmed and how?	What are your existing controls?	Recommended Control Measures	Action by who/when?	Likelihood of occurrence after recommended controls (L)	Impact (I)	Overall Risk (L X I) + I
				Year 1, 4, 6 – 8.50 – 3.10 <ul style="list-style-type: none"> One-way entry and exit in place for parents. Staff on duty at the gate and playground to wear face cover covering (mask)				

Reducing exposure and transmission of Coronavirus (All settings)	Biological hazard- Covid-19	Staff, parents and pupils could become infected with COVID-19. If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to severe illness and hospitalisation, and, in rare cases, even death		<p>Government guidance to be followed for high schools and primary schools.</p> <p>Government guidance to be followed by early years settings. The early years foundation stage (EYFS) statutory framework still applies.</p> <p>Specific guidance for Special schools and other specialist settings to be followed.</p> <p>As normal, schools should provide immunisation programmes on site, ensuring these will be delivered in keeping with the school's control measures.</p> <ul style="list-style-type: none"> • Ensure good hygiene for everyone • Hand hygiene- Frequent and thorough hand cleaning is already a regular practice now. Schools to continue to ensure that pupils clean their hands 	<p>Staff briefing 09/7/21 & 3/9/21</p> <p>Staff briefing 09/7/21 & 3/9/21</p>	2	3	<p>(2X3) +3 = 9 (Low)</p>
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				<p>regularly. This can be done with soap and water or hand sanitiser.</p> <ul style="list-style-type: none"> Respiratory hygiene-The 'catch it, bin it, kill it' approach continues to be very important. The e-Bug COVID-19 website contains free resources for schools, including materials to encourage good hand and respiratory hygiene. Use of personal protective equipment (PPE)- Refer to the PPE section <p>Additional Measures:</p> <ul style="list-style-type: none"> Hand sanitiser stations are in position around the school including the reception area <p>2) Maintain appropriate cleaning regimes, using standard products such as detergents-</p>	SBM/Site Manager 21/7/21				
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				<ul style="list-style-type: none"> Schools should maintain an appropriate cleaning schedule. This should include regular cleaning of areas and equipment (for example, twice per day), with a particular focus on frequently touched surfaces (both inside and outside including play equipment). <u>Government guidance</u> on cleaning followed <p>3. Keep occupied spaces well ventilated</p> <ul style="list-style-type: none"> Improve fresh air in poorly ventilated areas, giving particular consideration when holding events where visitors such as parents are on site Opening external windows can improve natural ventilation, and in addition, opening internal doors can also assist with creating a throughput of air. If necessary, external opening doors may also be 	<p>SBM/Site Manager 22/7/21</p> <p>All staff SBM/Site Manager 22/7/21</p>			
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				<p>used (if they are not fire doors and where safe to do so).</p> <ul style="list-style-type: none"> • Ventilation strategy available on EGfL • HSE guidance on ventilation available here • CIBSE advice available here <p>4. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19</p> <p>Symptoms:</p> <ul style="list-style-type: none"> • Pupils, staff and visitors should not come into school if they have symptoms, have had a positive test result or other reasons requiring them to stay at home due to the risk of them passing on COVID-19 (for example, they are required to quarantine). 	All staff 22/7/21			
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				<ul style="list-style-type: none"> If anyone in the school develops COVID-19 symptoms, however mild, they should be sent home (not via public transport wherever possible) and told to self-isolate and follow the <u>stay at home guidance</u> including taking a test. Any household members should also follow this guidance. Any pupil with symptoms awaiting collection should be left in a room on their own if possible and safe to do so. A window should be opened for fresh air ventilation if possible. Appropriate <u>PPE</u> should also be used if close contact is necessary. Any rooms they use should be cleaned after they have left. <p>Asymptomatic Testing:</p> <ul style="list-style-type: none"> Over the summer, staff and secondary pupils should 	<p>All staff 22/7/21 & 3/9/21</p>				
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				<p>continue to test regularly if they are attending settings that remain open, such as summer schools and out of school activities based in school settings.</p> <ul style="list-style-type: none"> • All secondary school pupils should receive 2 on-site lateral flow device tests, 3 to 5 days apart, on their return in the autumn term. • Settings may commence testing from 3 working days before the start of term and can stagger return of pupils across the first week to manage this. Pupils should then continue to test twice weekly at home until the end of September, when this will be reviewed. • Staff should undertake twice weekly home tests whenever they are on site until the end of September, when this will also be reviewed. • Secondary schools should retain a small asymptomatic testing site (ATS) on-site until further 	<p>All staff 22/7/21 & 3/9/21</p>			
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				<p>notice so they can offer testing to pupils who are unable to test themselves at home.</p> <ul style="list-style-type: none"> There is no need for primary age pupils (those in year 6 and below) to test over the summer period. They will be offered the 2 tests at an ATS at the beginning of the autumn term when they start at their secondary school as a new year 7. Schools may choose, however, to start testing year 6 pupils earlier, including in summer schools, depending on their local circumstances. <p>Confirmatory PCR Tests:</p> <ul style="list-style-type: none"> Staff and pupils with a positive LFD test result should self-isolate in line with the <u>stay at home guidance</u>. They will also need to get a free <u>PCR test</u> to check if they have Covid-19. Whilst awaiting the PCR result, the individual should 	<p>All staff 22/7/21 & 3/9/21</p>			
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				<p>continue to self-isolate. If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test LFD test and the pupil can return to school, as long as the individual doesn't have COVID-19 symptoms.</p> <ul style="list-style-type: none"> • <u>Additional information</u> on PCR test kits for schools and further education providers is available. <p>Close Contact Tracing:</p> <ul style="list-style-type: none"> • Settings will only need to do contact tracing prior to Step 4 (19th July 2021). From Step 4, close contacts will be identified via NHS Test and Trace and education settings will no longer be expected undertake contact tracing. NHS Test and Trace will work with the positive case to identify close contacts. 	<p>All staff/parents 23/7/21 & 3/9/21</p>			
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				<p>Contacts from a school setting will only be traced by NHS Test and Trace where the positive case specifically identifies the individual as being a close contact. This is likely to be a small number of individuals who would be most at risk of contracting COVID-19 due to the nature of the close contact. Schools may be contacted in exceptional cases to help with identifying close contacts, as currently happens in managing other infectious diseases.</p> <ul style="list-style-type: none"> From 16 August 2021, children under the age of 18 years old will no longer be required to self-isolate if they are contacted by NHS Test and Trace as a close contact of a positive COVID-19 case. Instead, children will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised 	Staff/Parents 21/7/21				
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				<p>to take a PCR test. 18-year-olds will be treated in the same way as children until 4 months after their 18th birthday, to allow them the opportunity to get fully vaccinated. At which point, they will be subject to the same rules as adults and so if they choose not to get vaccinated, they will need to self-isolate if identified as a close contact.</p> <p>Face coverings:</p> <ul style="list-style-type: none"> • Refer to PPE section <p>Consistent groups or 'Bubbles':</p> <ul style="list-style-type: none"> • The LA recommends that schools maintain restrictions on mixing and bubbles until the end of the summer term. • Going forward, in the event that a school has an outbreak of Covid-19, the reintroduction of 'bubbles' 	<p>Staff 9/7/21</p> <p>Staff/Parents 22/7/21</p>			
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				<p>may be required as a temporary measure.</p> <p>Social distancing:</p> <ul style="list-style-type: none"> The LA recommends that existing social distancing measures remain in place until the end of the summer term. The LA recommends that going forward, schools should use the 1m+ rule wherever possible (people to stay at least a metre away from each other with measures in place to limit the transmission of Covid-19. Measures include; the use of face coverings, facing way from each other and the increased use of hand sanitisers). <p>CEV Children:</p> <ul style="list-style-type: none"> All CEV children and young people should attend their education setting unless they are one of the very 	<p>Staff briefing 16/7/21</p> <p>Staff/Parents 22/7/21</p> <p>Welfare/Parents/ Staff 23/7/21</p>			
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				<p>small number of children and young people under paediatric or other specialist care who have been advised by their GP or clinician not to attend. Further information is available in the guidance on supporting pupils at school with medical conditions and on EGfL</p> <p>CEV Staff:</p> <ul style="list-style-type: none"> CEV people are no longer advised to shield but may wish to take extra precautions to protect themselves, and to follow the practical steps set out in the CEV guidance to minimise their risk of exposure to the virus. <p>Out-of school settings and wraparound childcare:</p> <ul style="list-style-type: none"> Planning guidance can be found here 	<p>Staff/HT 23/7/21</p> <p>Staff/HT 22/7/21</p>			
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					School office 22/7/21			
Educational visits	Biological hazard- Covid-19	Staff, parents and pupils could become infected with COVID-19. If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to severe illness and hospitalisation, and, in rare cases, even death		<ul style="list-style-type: none"> Schools should not go on any international visits until the autumn term. All visits should follow the Ealing There and Back Again Policy. 	Staff/parents 22/7/21	1	3	(1X3) +3 = 6 (Low)

Lunch	Biological hazard- Covid-19	Staff, parents and pupils could become infected with COVID-19. If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to severe illness and hospitalisation, and, in rare cases, even death		<ul style="list-style-type: none"> School kitchens to continue to operate but must comply to the guidance for food businesses on Coronavirus 	HT/SBM/Kitchen manager 22/7/21	2	3	(2X3) +3 = 9 (Low)
Transport Arrangements	Biological hazard- Covid-19	Staff, parents and pupils could become infected with COVID-19. If so, they are likely to experience mild		<ul style="list-style-type: none"> Schools, parents and students should follow the Coronavirus (COVID-19): safer travel guidance for passengers All pupils travelling to England must adhere to travel legislation, details of 	Staff/parents 23/7/21	2	3	(2X3) +3 = 9 (Low)

		symptoms such as fever or cough. In severe cases, this could lead to severe illness and hospitalisation, and, in rare cases, even death		<p>which are set out in government travel advice</p> <ul style="list-style-type: none"> • Dedicated transport providers to consider: <ul style="list-style-type: none"> ○ Face coverings to be worn by children and young people aged 11 and above. ○ How pupils are grouped together on transport (reflect bubbles that are adopted within schools)- until the end of the summer term. ○ use of hand sanitiser upon boarding. and/or disembarking ○ additional cleaning of vehicles ○ organised queuing and boarding where possible. ○ distancing within vehicles wherever possible. 	N/A				
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				<ul style="list-style-type: none"> ○ ventilation of fresh air (from outside the vehicle) is maximised, particularly through opening windows and ceiling vents ● Public transport: <ul style="list-style-type: none"> ○ Use by pupils to be kept to a minimum, especially during peak times ○ Face coverings to be used by children over the age of 11. ● Childminders and other early years settings to work with parents to agree how best to manage any necessary journeys, for example pick-ups and drop-offs at school, to reduce the need for a provider to travel with groups of children. If a pick up or drop off is required, walking is preferable. If not practicable, then a private vehicle is preferable to public transport. 	<p>Staff/HT 23/7/21</p> <p>Parents/HT 23/7/21</p>				
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Dealing with suspected and confirmed cases of Covid-19	Biological hazard-Covid-19	Staff, parents and pupils could become infected with COVID-19. If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to severe illness and hospitalisation, and, in rare cases, even death		<ul style="list-style-type: none"> Refer to the flowchart on dealing with suspected and confirmed cases on <u>EGfL</u> If a pupil develops symptoms and is awaiting collection, <u>government guidance</u> should be followed and the pupil moved to a ventilated isolation room. <p>Additional Measures:</p> <ul style="list-style-type: none"> Meeting room to be used as isolation room for children who show COVID 19 symptoms. Welfare officer to contact parent to collect <p>Local outbreaks</p> <ul style="list-style-type: none"> If a local area sees a spike in infection rates that is resulting in localised community spread, it will be decided which measures to implement to help contain the spread. The Department for 	Welfare/Parents/Staff 23/7/21	2	3	(2X3) +3 = 9 (Low)
					HT/staff/parents 23/7/21			

				<p>Education will be involved in decisions at a local and national level affecting a geographical area, and will support appropriate authorities and individual settings to follow the health advice.</p> <ul style="list-style-type: none"> Public Health England may advise a school or a number of schools to close temporarily to help control transmission. Schools will also need a contingency plan for this eventuality. This may involve a return to remaining open only for vulnerable children and the children of critical workers, and providing remote education for all other pupils. 				
Use of PPE/face coverings	Biological hazard-Covid-19	Staff, parents and pupils could become infected with COVID-19. If so, they are likely to experience		<ul style="list-style-type: none"> Face coverings should continue to be used in schools where social distancing can't be maintained (not for use by primary school pupils as before). Face coverings may also be required as an 	HT/Staff 23/7/21	2	3	$(2 \times 3) + 3 = 9$ (Low)

		mild symptoms such as fever or cough. In severe cases, this could lead to severe illness and hospitalisation, and, in rare cases, even death		<p>additional temporary measure in the event of an outbreak.</p> <p>Additional Measures:</p> <p>Staff are advised to continue to wear face coverings in communal areas, however, this is not mandatory.</p> <ul style="list-style-type: none"> • Government guidance on PPE to be followed. • Any PPE should be disposed of in line with Government guidance on cleaning in non-healthcare settings. 	HT/Staff 23/7/21			
Administering First aid/ Medication	Biological hazard- Covid-19	Staff, parents and pupils could become infected with COVID-19. If so, they are likely to experience mild symptoms such as fever or cough. In	<ul style="list-style-type: none"> • <i>Schools have a suitable number of staff on duty</i> • <i>Schools have a first aid risk assessment and medication policy in place</i> 	<ul style="list-style-type: none"> • <u>HSE guidance on first aid</u> followed. This includes first aid cover and qualifications as well as guidance for first aiders • Administering first aid and medication risk assessments to be amended by schools • Government PPE guidance followed. 	Welfare 22/9/21	2	3	(2X3) +3 = 9 (Low)

		severe cases, this could lead to severe illness and hospitalisation, and, in rare cases, even death						
Leaving the school	Biological hazard- Covid-19	Staff, parents and pupils could become infected with COVID-19. If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to severe illness and hospitalisation, and, in rare cases, even death		<ul style="list-style-type: none"> Staff and pupils to wash their hands with soap and water for at least 20 seconds and hands dried or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered. Skin friendly cleaning wipes can be used as an alternative. 	All staff 22/7/21	2	3	(2X3) +3 = 9 (Low)

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Likelihood:						
Very Likely	5	6	12	18	24	30
Likely	4	5	10	15	20	25
Possible	3	4	8	12	16	20
Unlikely	2	3	6	9	12	15
Very Unlikely	1	2	4	6	8	10
		1	2	3	4	5
Impact:		Negligible	Minor	Moderate	Major	Extreme