

School Covid-19 Risk Assessment & Checklist

School:	Chaucer CP School
Address:	Chaucer Road, Fleetwood
Completed by :	Claire Murphy (head teacher), Father John (chair of governors), Chris Jones (site manager).
Date:	09/09/2021
Proposed review date:	As required

Instructions

As an employer, you must by law protect workers and others from risks to their health and safety. This includes risks from COVID-19.

COVID-19 is a workplace hazard and it must now be managed in the same way as other workplace hazards. This includes:

- completing a suitable and sufficient assessment of the risks of COVID-19 in the workplace and
- identifying control measures to manage the risk.

Failure to carry out a suitable and sufficient risk assessment and put in place sufficient control measures may be considered a breach of health and safety law.

You must regularly review and update your risk assessments - treating them as 'living documents', as the circumstances in your school and public health advice changes. This includes having active arrangements in place to monitor whether the controls are effective and working as planned. For more information on what is required of school leaders in relation to health and safety risk assessments and managing risk, see the advice on the government website: [health and safety advice for schools](#) or the [Health and Safety web pages](#) via the Schools Portal.

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Reduce the risk of the virus spreading through aerosols		
<p>When school is in operation, it is important to ensure it is well ventilated and that a comfortable teaching environment is maintained. Arrangements should balance the need for increased ventilation while maintaining a comfortable temperature.</p> <p>Schools should follow LCC's Simple Steps for Good Ventilation guidance and complete the Ventilation Checklist.</p> <p>Specialist advice and assistance on ventilation measures can be obtained from the Building Services Engineers duty.engineer@lancashire.gov.uk.</p>	Yes	<ul style="list-style-type: none"> • The Ventilation Inspection Checklist has been completed and is attached as an appendix to the "COVID Secure Risk Assessment". • Any required actions as an outcome from the ventilation inspection have been implemented or are being progressed accordingly (see details in action plan section). • In accordance with the ventilation checklist school will ensure that appropriate ventilation is available in all occupied spaces. • Any areas identified with poor ventilation have been raised with the building services engineer. <p style="text-align: center;">Discuss ways to progress with building service engineer</p>
Reduce the risk of the virus spreading through social contact		
<p>COVID-19 can still be spread through social contact. The risk can be mitigated by reducing the number of people staff and pupils come into contact with during the day.</p> <p>It is no longer necessary to keep children in consistent groups ('bubbles'). This means that assemblies can resume, and there is no longer a need to make alternative arrangements to avoid mixing at lunch.</p>	Yes	<ul style="list-style-type: none"> • New guidance means that there are no restrictions in place for schools. However, all staff and pupils remain aware of the benefits of social distancing.
Maintain good hygiene throughout the day		
<p>Effective hand washing your hands is one of the easiest ways to protect yourself and others from illnesses such as Covid-19.</p>	Yes	<ul style="list-style-type: none"> • Staff, pupils and visitors are instructed to wash hands or use hand sanitiser regularly throughout the day particularly when they arrive
<p>Issue: 1 Issued by: H&S Team</p>	<p>School Covid-19 Risk Assessment & Checklist Page 2 of 13</p>	

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<p>Washing your hands properly removes dirt, viruses and bacteria and prevents them spreading to other people and objects which in turn can spread illnesses such as Covid-19.</p> <p>Public Health England provides best practice guidance on how to wash your hands.</p>	<p>Yes</p>	<p>at school, when they return from breaks, when they change rooms, before and after eating, after using the toilet, after touching shared resources or after touching their face, blowing their nose, sneezing, coughing.</p> <ul style="list-style-type: none"> • Hand washing facilities are readily available. Where hand washing facilities are not readily available, hand sanitiser stations have been positioned to allow pupils and staff to clean their hands regularly. Skin cleaning wipes have been made available for use with very young pupils or pupils with complex needs. • Staff have frequent opportunities to wash their hands when providing care to non-symptomatic children who present behaviours which may increase the risk of droplet transmission such as biting, licking, kissing or spitting. • Alcohol based hand sanitiser or wipes are not used in lessons or activities involving the use of naked flames e.g. in science labs or food tech classes. In these areas where necessary hands will be washed using soap and running water and dried thoroughly. • Pupils are reminded how to catch coughs and sneezes if a tissue is not readily available i.e. in the crook of the elbow rather than in the hands. • Posters display good hand washing technique and government guidelines on good respiratory hygiene. • Staff supporting others, to evacuate are aware of the need to follow hand washing or sanitising instructions as soon as possible. • First aiders will pay particular attention to sanitisation measures immediately before and following the administration of first aid.

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	Yes	<ul style="list-style-type: none"> • Staff who have assisted someone who has taken unwell with COVID-19 symptoms are aware of the need to follow appropriate handwashing guidelines. • Staff handling deliveries will observe good hand hygiene.
<p>Reduce the risk of the virus spreading through contact with contaminated surfaces</p>		
<p>COVID-19 can still be spread through touching contaminated surfaces.</p> <p>An appropriate cleaning schedule must be in place and maintained. This should include regular cleaning of areas and equipment (for example, twice per day), with a particular focus on frequently touched surfaces.</p> <p>Where cleaning is required after a known or suspected case of COVID-19, refer to the guidance on cleaning in non-healthcare settings.</p> <p>Provide extra non recycling bins for the disposal of single use face coverings and PPE.</p> <p>Refer to the guidance on how to dispose of personal or business waste including face coverings and PPE.</p>	<p>Yes</p> <p>Yes</p> <p style="color: red;">Following staff notification & compliance</p> <p>Yes</p> <p style="color: red;">Following staff notification & compliance</p>	<ul style="list-style-type: none"> • An enhanced cleaning schedule is in place. A documented cleaning checklist identifies cleaning requirements and individual responsibilities. • Rooms/shared areas are cleaned regularly; at least twice day. • Repeatedly touched objects such as railings/bannisters, door and window handles, taps, desk/tabletops, computer equipment, MFDs, telephones and toilet facilities are frequently cleaned. • Classroom based resources that are shared such as books, play equipment, toys, sports equipment, outdoor play equipment, art and science equipment are cleaned regularly. • Where non-symptomatic children present behaviours which may increase the risk of droplet transmission such as biting, licking, kissing or spitting there will be increased vigilance of cleaning of frequently touched surfaces. • Staff and pupils are encouraged to have their own pens and pencils to avoid the need to share items that cannot be easily cleaned. • Unnecessary sharing including the sharing of items that do not contribute to a pupil's education or development is discouraged.

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	Yes	<ul style="list-style-type: none"> • Staff have been instructed on cleaning and sanitising requirements including the use of chemicals and cleaning materials and instructions on the use of PPE. • Waste cleaning materials are disposed of in the usual way unless it is confirmed or suspected that they are contaminated as a result of a member of staff or pupil displaying symptoms. School follows the procedures set out in the Government guidance following a confirmed or suspected case of COVID-19 on site. • Contaminated or suspected contaminated waste is double bagged, labelled and stored for 72 hours before being disposed of with general waste. • Where it is not possible to store waste for 72 hours, arrangements will be made for collection by the school's specialist clinical waste contractor.
<p>Personal protective equipment & face coverings</p>		
<p>Face coverings are no longer advised for pupils/students, staff and visitors either in classrooms or in communal areas. The Government has removed the requirement to wear face coverings in law, but it still expects and recommends that they are worn in enclosed and crowded spaces where you may come into contact with people you don't normally meet. This includes public transport and dedicated transport to school or college.</p> <p>Most staff in schools will not require PPE beyond what they would normally need for their work. The guidance on the use of PPE in education, childcare and children's social care</p>	Yes	<ul style="list-style-type: none"> • Staff who are already using PPE to protect against non-COVID-19 risks, will continue to do so. Use of PPE has been determined by an assessment of risks in the workplace. • Staff, pupils and visitors are required to wear face coverings in enclosed and crowded spaces where they may come in contact with people they don't normally meet including public and dedicated transport to school. • First Aiders have read and follow the Government guidance for first responders and the HSE Guidance on First Aid during the coronavirus pandemic.

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<p>The safe removal of PPE is a critical consideration to avoid self-contamination. Staff should familiarise themselves with the Government guidance on the use of personal protective equipment.</p> <p>Disposal of PPE Disposal of used PPE and other waste should be in line with cleaning non-healthcare settings outside the home.</p> <p>Settings such as special schools that generate clinical waste should continue to follow their usual waste policies.</p>		
<p>Protecting people at higher risk of infection</p>		
<p>There are some groups who are at higher risk of severe illness from coronavirus. See guidance on who is at higher risk and protecting people who are clinically extremely vulnerable.</p> <p>On-site provision should in all cases be retained for vulnerable children and young people and the children of critical workers. If settings must temporarily stop on-site provision on public health advice, they should discuss alternative arrangements for vulnerable children and young people with the Lancashire County Council.</p> <p>Further information is available in the guidance on supporting pupils at school with medical conditions.</p>	<p>Yes</p>	<ul style="list-style-type: none"> • The school works closely with parents of children who are extremely vulnerable to support a return to school, carrying out an individual risk assessment as necessary. • An individual risk assessment has been completed for any staff member who is in a vulnerable category, significant risk factors or who is experiencing mental health issues due to COVID-19. • A new & expectant mother risk assessment and individual Covid-19 risk assessment has been completed for all pregnant staff.

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<p>Extra consideration needs to be given to workers facing mental and physical health difficulties. Those who are clinically extremely vulnerable are no longer advised to shield but must continue to be supported by discussing with them their individual needs and supporting them in taking any additional precautions advised by their clinicians.</p> <p>Please refer to Government Guidance, Coronavirus (COVID-19): advice for pregnant employees.</p>		
<p>Reduce the spread of COVID-19 by ensuring people isolate when they are legally required to do so</p>		
<p>Close contacts will be identified via NHS Test and Trace and education settings will no longer be expected to undertake contact tracing. Managers and employees should refer to the government guidance NHS Test and Trace in the workplace.</p> <p>An individual is legally required to self-isolate if they</p> <ul style="list-style-type: none"> • have tested positive for COVID-19 • have COVID-19 symptoms • live in a household with someone who has symptoms, unless they're exempt from self-isolation • have been told to self-isolate by NHS Test and Trace <p>Close contacts without symptoms are exempt from self-isolation if;</p> <ul style="list-style-type: none"> • they are fully vaccinated • aged under 18 and 6 months • they are taking part in a vaccine trial • are not vaccinated for medical reasons 	<p>Yes</p>	<ul style="list-style-type: none"> • School will follow the guidance in the latest PHE (Lancashire) Schools Resource Pack which provides advice on managing positive cases and who to contact for help. • Staff and pupils are required to stay at home if they have COVID-19 symptoms and to seek a confirmation PCR test. • If anyone in school develops COVID-19 symptoms, however mild, they will be sent home and advised to take a PCR test. Any staff displaying symptoms will be mindful not to come into contact with other staff. Any rooms they have used will be cleaned after they have left. • If a pupil is awaiting collection, they will be left in a room on their own if possible and safe to do so. A window will be opened for fresh air ventilation. Appropriate PPE will be used if close contact is necessary. Any rooms they have used will be cleaned after they have left.

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<p>Instead they will be advised to take a PCR test. They do not need to self-isolate whilst awaiting the results.</p> <p>Refer to the latest government guidance Stay at home: guidance for households with possible or confirmed coronavirus (Covid-19) infection for further information.</p>	<p>Yes</p>	<ul style="list-style-type: none"> • Staff and pupils identified as a close contact by NHS Test & Trace will be required to take a PCR test but will not be required to self-isolate whilst awaiting the results. • Staff and pupils with a positive PCR test result will be required to self-isolate for 10 days and will be supported to do so. • Customers, visitors and contractors are instructed not to attend site if they are displaying symptoms.
<p>Asymptomatic testing</p>		
<p>Testing remains important in reducing the risk of transmission of infection within schools. That is why, whilst some measures are relaxed, others will remain.</p> <p>Staff and High School pupils should undertake twice weekly home tests whenever they are on site until the end of September, when this will also be reviewed.</p> <p>The government sharing platform provides information and guidance for schools on testing arrangements.</p>	<p>Yes</p>	<ul style="list-style-type: none"> • Staff and High School pupils are required to undertake twice weekly home LFD tests. • Staff and pupils who have a positive LFD test are required to self-isolate and to seek a confirmation PCR test. • A separate risk assessment is in place for the LFD on-site testing programme and home testing programme. • Page 3 of the HOME TESTING PROGRAMME R A, States, 'Testing is not mandatory for staff however participation in testing is strongly encouraged by the school and LCC in order to identify asymptomatic individuals, reduce the spread of the virus and protect colleagues and the wider community' <p>The school will promote the benefits of testing and recording to encourage all staff to participate.</p>
<p>Reduce the risk for visitors and contractors</p>		

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<p>Provide clear guidance on how to reduce the risk of spreading COVID-19 to people when they arrive.</p> <p>Coordinate and cooperate with other occupiers, where the site and facilities are shared including landlords and other tenants.</p>	<p align="center">Yes</p>	<ul style="list-style-type: none"> • Site guidance on social distancing and hygiene will be explained to visitors, parents/carers and contractors on or before arrival. Site rules are prominently displayed at all access points, including sanitising, handwashing, social distancing, not entering if symptomatic etc.
<p align="center">Reduce the spread of COVID-19 during Educational Visits</p>		
<p>The travel list (and broader international travel policy) is subject to change and green list countries may be moved into amber or red. The travel lists may change during a visit and you must comply with international travel legislation and should have contingency plans in place to account for these changes.</p> <p>You should undertake full and thorough risk assessments in relation to all educational visits and ensure that any public health advice, such as hygiene and ventilation requirements, is included as part of that risk assessment.</p> <p>Risk assessments should consider contingency arrangements for a number of possibilities including a participant developing COVID-19 symptoms during the visit or a member of staff having to self-isolate and being unable to attend.</p> <p>General guidance about educational visits is available and is supported by specialist advice from the Outdoor Education Advisory Panel (OEAP).</p>	<p align="center">YES</p>	<ul style="list-style-type: none"> • International travel legislation will be complied with and contingency plans put in place to take into account the possible short notice changes to travel policy and restrictions. • A full and thorough risk assessment will be completed taking account of any public health advice, such as hygiene and ventilation requirements. The risk assessment will be approved depending on the visit type, either by the school/nursery or LCCs Educational Visits Team via Evolve prior to the visit taking place. • Risk assessments will consider contingency arrangements for a number of possibilities including staff having to self-isolate or participants developing COVID symptoms whilst on the visit. • The school will liaise with the venue/activity provider as part of the risk assessment process to ensure it has made its own assessment of the risk of COVID-19 and implemented suitable controls measures to prevent infection. Preliminary visits to the venue will be carried out if deemed necessary to check measures are place.

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Communication, consultation and training		
Employers have a legal duty to consult workers on health and safety matters. To help workers feel safe returning to work employers should consult with them on any health and safety measures that have been put in place to reduce the risk of COVID-19 spreading. Schools continue to engage with staff (including through trade unions and employee representative groups) to monitor and understand any unforeseen impacts of changes to working environments.	Yes Yes	<ul style="list-style-type: none">• Clear and up to date information and guidance on how to manage the risks associated with Covid-19 is available via the schools portal and Government website.• Staff are consulted when considering local arrangements.• Signage, posters and other instructions use simple, clear messaging to explain guidelines using images and clear language, with consideration of groups for which English may not be their first language.
Stress & Anxiety		
Mental health is important, especially during times of uncertainty. The government has published guidance on the mental health and wellbeing aspects of coronavirus (COVID-19). The Department for Education is providing additional support for both pupil and staff wellbeing in the current situation. Information about the extra mental health support for pupils and teachers is available. The Education Support Partnership provides a free helpline for school staff and targeted support for mental health and wellbeing.	YES	<ul style="list-style-type: none">• The Headteacher and other senior staff monitor working arrangements and offer support and advice where necessary.• A procedure is available for individuals to report concerns over breaches of school safe working policy/guidelines so that intervention can occur.• A risk assessment addressing COVID-19 concerns for an employee has been completed for any member of staff raising concerns about their safety or well-being and appropriate control measures identified and implemented.• Staff are made aware of sources of information via the school portal that will assist their wellbeing such as:<ul style="list-style-type: none">▪ Employee Wellbeing▪ MIND web site▪ H&S COVID-19 web page

