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Covid-19 Generic risk assessment template for schools and childcare settings- [September 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

“Step 4 has marked a new phase in the government’s response to the pandemic, moving away from stringent restrictions on everyone’s day-to-day lives, towards advising people on how to protect themselves and others, alongside targeted interventions to reduce risk. As Covid-19 becomes a virus that we learn to live with, there is now an imperative to reduce the disruption to children and young people’s education - particularly given that the direct clinical risks to children are extremely low, and every adult has been offered a first vaccine and the opportunity for 2 doses by mid-September. Our priority is for you to deliver face-to-face, high-quality education to all pupils. The evidence is clear that being out of education causes significant harm to educational attainment, life chances, mental and physical health” (taken from the Schools Covid-19 operational guidance).

The DfE has moved from contact tracing for single cases to an outbreak management approach for education settings. In line with this, the local authority has updated this risk assessment and other related guidance on EGfL such as the flowchart for schools in dealing with suspected or confirmed cases and the reporting of cases to the local authority. Schools already have business continuity/emergency management plans and it is expected that these or the schools Covid-19 risk assessment will include contingency plans to cover how individual schools would operate if any of the measures within the [contingency framework](#) are temporarily recommended.

A revised risk assessment template has been prepared for schools (see below) to base their own risk assessments from September. A copy of the pre-September 2021 risk assessment should be retained for reference purposes and for those cases where additional protective measures are temporarily brought back.

Mixing and Bubbles

It is no longer recommended that it is necessary to keep children in consistent groups (‘bubbles’) although the temporary re-introduction of ‘bubbles’ should be included in the schools contingency planning.

Social distancing

Social distancing measures have now ended in the workplace, including schools.

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Tracing close contacts and isolation

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.

If identified as a close contact by NHS Test and Trace, the following people are exempt from self-isolation but must follow [government guidance](#) including getting a PCR test:

- Those that are fully vaccinated
- Those that are below the age of 18 years 6 months
- Those that have taken part in or are currently part of an approved COVID-19 vaccine trial
- Those that are not able to get vaccinated for medical reasons

Face Coverings

Face coverings are no longer advised for pupils, staff and visitors either in classrooms or in communal areas. The government has removed the requirement to wear face coverings in law but expects and recommends that they are worn in enclosed and crowded spaces where one may come into contact with people they don't normally meet. This includes public transport and dedicated transport to school or college. The temporary re-introduction of face coverings should be included in the schools contingency planning.

Carbon Dioxide (CO2) Monitors

CO2 monitors will be provided to all state-funded schools from September as part of an initiative led by central government. The monitors will enable staff to act quickly where ventilation is poor and provide reassurance that existing ventilation measures are working. The majority of these monitors shall be provided to schools in the autumn term and prioritised for special schools and alternative provisions. Further details will be available following the completion of the procurement of the CO2 monitors.

Covid-19 Vaccines

Schools should continue to encourage all those eligible for Covid vaccines to engage with the NHS vaccine programme.

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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 \(www.gov.uk\)](#), [Contingency framework: education and childcare settings \(publishing.service.gov.uk\)](#) 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	3 rd 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
Aligned to the new phase in the government's response to the pandemic alongside advice from the local authority Public Health Team.	24th August 2021

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School: Lady Margaret Primary School		School address: Lady Margaret Road Southall		Review Date: (This is a dynamic document and should be reviewed and updated if there are any changes)					
Assessment Date: 1 st September 2021		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: Amanda Hancock					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 <i><10 = Low 10-19 = Medium 20-30 = High</i>	

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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

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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	<p><i>Gate C open from 8:40 for years 2, 3 and 4</i></p> <p><i>D open from 8:40 for years 5 and 6.</i></p> <p><i>Adults for these year groups are not permitted onsite.</i></p> <p><i>Children go to classes ready for 8:45 soft start.</i></p> <p>SLT on duty at all entry gates to ensure no adults come on site</p> <p><i>For safeguarding two-way radios to be used.</i></p>	<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 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 		2	3	<p>(2X3) +3</p> <p>=</p> <p>9</p> <p>(Low)</p>

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<p>Reducing exposure and transmission of Coronavirus (All settings)</p>	<p>Biological hazard- Covid-19</p>	<p>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>	<p><i>Soap provided and hand sanitiser around the school with clear guidance</i></p> <p><i>Lidded bins are provided in every classroom</i></p> <p><i>Bins must not be overloaded and disposed in correct bags</i></p> <p><i>Tissues are provided in each classroom.</i></p> <p><i>Additional cleaning shift after arrival to wipe down high contact areas.</i></p> <p><i>Additional staffrooms have been</i></p>	<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>2</p>	<p>3</p>	<p>(2X3) +3 = 9 (Low)</p>
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			<p><i>designated for at least the autumn term.</i></p> <p><i>Appropriate infection control procedures are in place.</i></p> <p><i>Although not a requirement it is recommended that staff maintain 1m+ social distancing where possible to protect themselves and others.</i></p> <p><i>Classrooms are ventilated with windows and doors left open. This may result in the rooms being colder than is usual or comfortable. Staff and pupils advised to dress</i></p>	<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>2) Maintain appropriate cleaning regimes, using standard products such as detergents-</p> <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 				
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			<p><i>appropriately and no additional heaters to be used.</i></p> <p><i>All classroom doors must be kept open.</i></p>	<p>outside including play equipment).</p> <ul style="list-style-type: none"> • <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. • <i>Make use of the CO2 monitors that are being provided by central government to identify poorly ventilated rooms.</i> • 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 used (if they are not fire doors and where safe to do so). • Ventilation strategy available on <u>EGfL</u> 				
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				<ul style="list-style-type: none"> • 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). • 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 stay at home guidance including taking a test. Any household members should 				
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				<p>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> <p>Asymptomatic Testing:</p> <ul style="list-style-type: none"> • 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, 				
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				<p>when this will also be reviewed.</p> <ul style="list-style-type: none"> Secondary schools should retain a small asymptomatic testing site (ATS) on-site until further notice so they can offer testing to pupils who are unable to test themselves at home. 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 				
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				<p>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 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"> • Close contacts will be identified via NHS Test and Trace and education settings are no longer expected undertake contact tracing. NHS Test and Trace will work with the positive case to identify 				
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				<p>close contacts. 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"> • If identified as a close contact by NHS Test and Trace, the following people are exempt from self-isolation but must follow government guidance including getting a PCR test: <ul style="list-style-type: none"> ○ Those that are fully vaccinated 				
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				<ul style="list-style-type: none"> ○ Those that are below the age of 18 years 6 months ○ Those that have taken part in or are currently part of an approved COVID-19 vaccine trial ○ Those that are not able to get vaccinated for medical reasons <p>Vaccine uptake:</p> <ul style="list-style-type: none"> ● Schools should continue to encourage all those eligible for Covid vaccines to engage with the NHS vaccine programme. <p>Face coverings:</p> <ul style="list-style-type: none"> ● Refer to PPE section <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 					
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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 				
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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. 		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	<i>Staggered breaks and lunches</i>	<ul style="list-style-type: none"> School kitchens to comply with the guidance for food businesses on Coronavirus 		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						
Transport Arrangements	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		<ul style="list-style-type: none"> • Schools, parents and students should follow the Coronavirus (COVID-19): safer travel guidance for passengers • All people travelling to England must adhere to <u>travel legislation</u>, details of which are set out in <u>government travel advice</u> • 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. 		2	3	(2X3) +3 = 9 (Low)

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		cases, even death		<ul style="list-style-type: none"> ○ use of hand sanitiser upon boarding. and/or disembarking ○ additional cleaning of vehicles ○ 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"> ○ Face coverings to be used by children over the age of 11. 				
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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		<ul style="list-style-type: none"> ● Refer to the flowchart on dealing with suspected and confirmed cases on EGfL ● If a pupil develops symptoms and is awaiting collection, government guidance should be followed and the pupil moved to a ventilated isolation room. 		2	3	(2X3) +3 = 9 (Low)
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		or cough. In severe cases, this could lead to severe illness and hospitalisation, and, in rare cases, even death		<p>DfE Thresholds</p> <ul style="list-style-type: none"> Schools and the local authority will manage any cases that meet or exceed DfE thresholds in accordance with the DfE Contingency Framework. 				
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 mild symptoms such as fever or cough. In severe cases, this could lead to severe illness and hospitalisation, and, in rare	<i>Although no longer a requirement staff may choose to wear a face covering in communal areas</i>	<ul style="list-style-type: none"> Face coverings are no longer advised for pupils, staff and visitors either in classrooms or in communal areas. They are, however, recommended for use in enclosed and crowded spaces where one may come into contact with people they don't normally meet. Government guidance on PPE to be followed. Any PPE should be disposed of in line with Government guidance on cleaning in non-healthcare settings. 		2	3	<p>(2X3) +3 = 9 (Low)</p>

		cases, even death						
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 severe cases, this could lead to severe illness and hospitalisation, and, in rare cases, even death	<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. 		2	3	<p>(2X3) +3 = 9 (Low)</p>

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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. 		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