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Covid-19 Generic risk assessment template for schools and childcare settings- 24 February 2022

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.

On the 21st February, the Prime Minister set out the next phase of the government's COVID-19 response '[Living with COVID-19](#)'. Covid-19 continues to be a virus that we learn to live with and the imperative to reduce the disruption to children and young people's education remains.

From 21 February the Government has:

- Removed the guidance for staff and students in most education and childcare settings to undertake twice weekly asymptomatic testing. Staff and students of secondary age and above in SEND settings, alternative provision settings, and SEND units within mainstream settings or equivalent in further education colleges are advised to continue twice-weekly testing.

From 24 February the Government will:

- Remove the legal requirement to self-isolate following a positive test. Adults and children who test positive will continue to be advised to stay at home and avoid contact with other people for at least 5 full days and then continue to follow the guidance until they have received 2 negative test results on consecutive days.
- No longer ask fully vaccinated close contacts and those aged under 18 to test daily for 7 days, and remove the legal requirement for close contacts who are not fully vaccinated to self-isolate.
- End self-isolation support payments, national funding for practical support and the medicine delivery service will no longer be available.
- End routine contact tracing. Contacts will no longer be required to self-isolate or advised to take daily tests.
- End the legal obligation for individuals to tell their employers when they are required to self-isolate.
- Revoke The Health Protection (Coronavirus, Restrictions) (England) (No. 3) Regulations.

From 24 March, the Government will:

- Remove the COVID-19 provisions within the Statutory Sick Pay and Employment and Support Allowance regulations.

From 1 April, the Government will:

- Remove the current guidance on voluntary COVID-status certification in domestic settings and no longer recommend that certain venues use the NHS COVID Pass.
- Update guidance setting out the ongoing steps that people with COVID-19 should take to minimise contact with other people. This will align with the changes to testing.
- No longer provide free universal symptomatic and asymptomatic testing for the general public in England.
- Consolidate guidance to the public and businesses, in line with public health advice.
- Remove the health and safety requirement for every employer to explicitly consider COVID-19 in their risk assessments.
- Replace the existing set of 'Working Safely' guidance with new public health guidance

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Covid-19 Vaccines

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

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.	24 th August 2021
Aligned with the letter sent out by Anna Bryden (Ealing Council Director of Public Health) to Schools on the 29 th November 2021. Updates are around government guidance on the Omicron variant and the local authority local response plan.	29 th November 2021
Aligned with the government's Plan B response to Covid-19.	10 th December 2021
Aligned with the new guidance on lateral flow testing/self-isolating.	14 th December 2021
Updated in line with new guidance on face coverings, self-isolation periods, confirmatory PCR tests and travel to England.	10 th January 2022
Updated to reflect the governments living with Covid-19 response announced on the 21st February 2022.	24th February 2022

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School:		School address:		Review Date: (This is a dynamic document and should be reviewed and updated if there are any changes)				
Assessment Date:		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 <i><10 = Low</i> <i>10-19 = Medium</i> <i>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

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>Parents are not permitted to enter the school building without a prior appointment.</p> <p>Gate C open from 8:30 for years 2, 3 and 4 D open from 8:30 for years 5 and 6.</p> <p>Adults for these year groups are not permitted onsite. Children go to classes ready for 8:40 soft start.</p> <p>SLT on duty at all entry gates to ensure no adults come on site</p> <p>For safeguarding two-way radios to be used.</p>	<ul style="list-style-type: none"> Parents are aware to stay at home when a child or household member develops coronavirus symptoms. 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 = 9 (Low)</p>
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			<p>Avoiding contact with anyone with symptoms</p> <p>Minimising contact with parents at the end of the school day</p> <p>Minimising the number of parents entering the school.</p> <p>Minimising contact and mixing of year groups.</p> <p>No large gatherings in the school halls.</p> <p>Soap provided and hand sanitiser around the school with clear guidance</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>Hand sanitiser in every teaching space.</p> <p>Hot water has been installed in every class base.</p> <p>Lidded bins are provided in every classroom</p> <p>Bins must not be overloaded and disposed in correct bags</p> <p>Tissues are provided in each classroom.</p> <p>Appropriate infection control procedures are in place.</p> <p>Ventilation is boosted with additional classroom</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 regularly. This 		<p>2</p>	<p>3</p>	<p>(2X3) +3 = 9 (Low)</p>
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			<p>windows opened during break time.</p> <p>Staff with suspected COVID are advised to take a lateral flow test. They are also given a PCR test to take at home and to self-isolate in line with current guidance.</p> <p>Pupils with suspected COVID are sent home and advised to take a lateral flow test. The school with parental consent will do LFTs in school.</p>	<p>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 outside including play equipment). 				
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				<ul style="list-style-type: none"> • Government guidance 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. • Make use of the CO2 monitors that have been provided by central government to identify poorly ventilated rooms. • 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 and other useful ventilation documentation available on EGfL 				
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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 or have had a positive test result. • 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 follow the People with Covid-19 and their contacts guidance. 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 					
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				<p>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> <ul style="list-style-type: none"> In all cases of positive Covid-19, the People with Covid-19 and their contacts guidance should be followed. <p>Asymptomatic Testing:</p> <ul style="list-style-type: none"> Staff and students of secondary age and above in SEND settings, alternative provision settings, and SEND units within mainstream settings or equivalent in further education colleges are advised to continue twice-weekly testing. <p>Vaccine uptake:</p> <ul style="list-style-type: none"> Schools should continue to encourage all those eligible for Covid vaccines to 				
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				<p>engage with the NHS vaccine programme.</p> <p>Face coverings:</p> <ul style="list-style-type: none"> Refer to PPE section <p>Out-of school settings and wraparound childcare:</p> <ul style="list-style-type: none"> Planning guidance can be found here 				
Educational visits/Travel and School events	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,		<ul style="list-style-type: none"> All travellers arriving into the UK to follow the most up to date travel advice. Schools should refer to the Foreign, Commonwealth and Development Office travel advice and the guidance on international travel before booking and travelling. All visits should follow the Ealing There and Back Again Policy. 		1	3	<p>(1X3) +3 = 6 (Low)</p>

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		and, in rare cases, even death						
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	Staggered lunch times, so that all children are not moving around the school at the same time. To reduce congestion in the dining hall packed lunch children will eat their lunch in the upper hall. Before eating, Pupils to use alcohol hand rub or sanitiser ensuring that all parts of the	<ul style="list-style-type: none"> School kitchens to comply with the guidance for food businesses on Coronavirus 		2	3	(2X3) +3 = 9 (Low)

			<p>hands are covered.</p> <p>Both dining halls are well ventilated with doors and windows to promote good circulation.</p>					
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,		<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 travel legislation, details of which are set out in government travel advice 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	<p>(2X3) +3 = 9 (Low)</p>

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		and, in rare 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 recommended for use on London Transport 				
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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	Where there is a suspected case the child is provided with a face mask and moved to the training room which is the designated isolation room.	<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, <u>government guidance</u> 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	With parental consent a LFT is done by a senior member of staff. Parents are advised to collect the child and follow the current guidance on testing and self-isolation.	DfE Thresholds <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		Face Coverings <ul style="list-style-type: none"> Face coverings are no longer advised by the DfE for pupils, staff and visitors in communal areas. In schools where face coverings have been, or are recommended, by the LCRC, DfE or local authority this recommendation should be implemented as it will help reduce transmission within 		2	3	(2X3) +3 = 9 (Low)

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		severe cases, this could lead to severe illness and hospitalisation, and, in rare cases, even death		<p>the school community and absence from school. Staff and pupils should follow wider advice on face coverings outside of school, including on transport to and from school.</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. 				
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	<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"> • HSE guidance on first aid 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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		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. 		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