

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 12 April 2022

## **Covid-19 Generic risk assessment template for schools and childcare settings- 12 April 2022**

This risk assessment template has been rewritten in line with the [next steps for living with COVID-19](#) and the associated guidance for education settings, concentrating on maintaining baseline protective measures and escalation to the UKHSA when required as detailed in the local authority's Infection (including Covid-19) Control Management document on [EGfL](#). This risk assessment must be done in consultation with staff and union representatives.

**Key guidance for schools:** can be found at:

- [UK Health Security Agency \(UKHSA\) health protection in education and childcare settings](#)
- [DfE emergency planning and response](#)
- [DfE good estate management for schools](#)
- [guidance for people with symptoms of a respiratory infection including COVID-19, or a positive test result for COVID-19](#)
- [living safely with respiratory infections, including COVID-19](#)
- [ventilation of indoor spaces to reduce the spread of COVID-19 and other respiratory infections](#)
- [COVID-19 guidance for people whose immune system means they are at higher risk](#)
- [Reducing the spread of respiratory infections, including COVID-19, in the workplace - GOV.UK \(www.gov.uk\)](#)
- [Ealing Grid for Learning](#)

**This Risk Assessment should be completed in conjunction with the guidance above**

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

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 12 April 2022

<b>Document Changes</b>	<b>Date</b>
Original document published	22 <sup>nd</sup> 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 <sup>th</sup> May 2020
First page text amended to reflect the updated guidance on those clinically vulnerable and those clinically extremely vulnerable (shielding).	4 <sup>th</sup> 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 <sup>th</sup> 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 <sup>nd</sup> 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 <sup>rd</sup> 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 <sup>th</sup> 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 <sup>st</sup> July 2020
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 <sup>th</sup> 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 <sup>st</sup> September 2020
Link added to the HSE website on first aid. Link to the St John's Ambulance website removed.	10 <sup>th</sup> September 2020
DfE contact details added for any confirmed cases	17 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 <sup>th</sup> January 2021
Updates made in line with Government guidance published on the 22 <sup>nd</sup> 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 <sup>th</sup> February 2021
Updates made in line with Government guidance published on 26 <sup>th</sup> 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 <sup>th</sup> March 2021
Updates made in line with Government guidance published on the 10 <sup>th</sup> 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.	12 <sup>th</sup> May 2021

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 12 April 2022

Updates made in line with Government guidance published on the 6 <sup>th</sup> July 2021 on Step 4 of the roadmap and local/London wide public health advice.	15 <sup>th</sup> 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 <sup>th</sup> August 2021
Aligned with the letter sent out by Anna Bryden (Ealing Council Director of Public Health) to Schools on the 29 <sup>th</sup> November 2021. Updates are around government guidance on the Omicron variant and the local authority local response plan.	29 <sup>th</sup> November 2021
Aligned with the government's Plan B response to Covid-19.	10 <sup>th</sup> December 2021
Aligned with the new guidance on lateral flow testing/self-isolating.	14 <sup>th</sup> December 2021
Updated in line with new guidance on face coverings, self-isolation periods, confirmatory PCR tests and travel to England	10 <sup>th</sup> January 2022
Updated to reflect the governments living with Covid-19 response announced on the 21 <sup>st</sup> February 2022.	24 <sup>th</sup> February 2022
Rewritten to reflect the governments amended guidance on living with Covid-19 and the revised education setting documentation.	12 <sup>th</sup> April 2022

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 12 April 2022

<b>School:</b> Lady Margaret Primary School		<b>School address:</b> Lady Margaret Road Southall UB1 2NH		<b>Review Date:</b>  (This is a dynamic document and should be reviewed and updated if there are any changes)				
<b>Assessment Date:</b> 14 <sup>th</sup> April 2022		<b>What/who is being assessed?</b> Biological hazard- Respiratory infections including 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).						
<b>Name of Assessor:</b> Amanda Hancock				<b>Responsible Person for Actions:</b>		Headteacher School Business Manager Site Manager		
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>&lt;10 = Low 10-19 = Medium 20-30 = High</i>

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 12 April 2022

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

<p>All school-based activities including travelling to and from school</p>	<p>Biological hazard-respiratory infections including Covid-19</p>	<p>Staff, parents and pupils could become infected with a respiratory illness including 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><b>Schools have baseline protective measures in place:</b> These include-</p> <ul style="list-style-type: none"> <li>• Ensuring that all staff and students who are unwell do not attend the setting. Further guidance on the management of specific infectious diseases, including advised exclusion periods can be found in <u>chapter 3</u> of the UKHSA Health protection in education and childcare settings document.</li> <li>• Ensuring all eligible groups are enabled and supported to take up the offer of <u>national immunisation</u> programmes including coronavirus (COVID-19) and flu.</li> <li>• Ensuring occupied spaces are well ventilated and let fresh air in.</li> <li>• Reinforcing good hygiene practices such as frequent cleaning, see <u>chapter 2</u> of the UKHSA Health protection in education and childcare settings document.</li> </ul>	<p><b>UKHSA HPT contacted if required as per the local authority infection control management document on <a href="#">EGfl</a>:</b></p> <ul style="list-style-type: none"> <li>• A higher than previously experienced and/or rapidly increasing number of staff or student absences due to acute respiratory infection or diarrhoea and vomiting <a href="#">footnote 1</a></li> <li>• Evidence of severe disease due to an infection, for example if a pupil, student, child or staff member is admitted to hospital <a href="#">footnote 2</a></li> <li>• More than one infection circulating in the same group of students and staff for example chicken pox and scarlet fever</li> </ul> <p><b>Schools are also asked to contact the UKHSA HPT as soon as possible to report any outbreak or serious or unusual illness for example:</b></p> <ul style="list-style-type: none"> <li>• E.coli O157 or E coli STEC infection</li> <li>• Food poisoning</li> <li>• Hepatitis</li> </ul>	<p>2</p>	<p>3</p>	<p><b>(2X3) +3 = 9 (Low)</b></p>
--	--	---	--	--	----------	----------	--

			<ul style="list-style-type: none"> <li>• Considering communications to raise awareness among parents and carers of the outbreak or incident and to reinforce key messages, including the use of clear hand and respiratory hygiene measures within the setting such as <u>E-Bug</u>.</li> <li>• Guidance followed for those at <u>higher risk from Covid-19</u>.</li> <li>• Minimising contact with parents at the end of the school day</li> <li>• Minimising the number of parents entering the school.</li> <li>• Soap provided and hand sanitiser around the school with clear guidance</li> <li>• Hand sanitiser in every teaching space</li> <li>• Tissues are provided in each classroom</li> <li>• Appropriate infection control procedures are in place</li> <li>• Staff with suspected COVID are advised to take a lateral flow test and to</li> </ul>	<ul style="list-style-type: none"> <li>• Measles, mumps, rubella (rubella is also called German measles)</li> <li>• Meningococcal meningitis or septicemia</li> <li>• Scarlet fever (if an outbreak or co-circulating chicken pox)</li> <li>• Tuberculosis (TB)</li> <li>• Typhoid</li> <li>• Whooping cough (also called pertussis)</li> </ul>				
--	--	--	--	---	--	--	--	--

			<p>self-isolate in line with current NHS guidance.</p> <ul style="list-style-type: none"> <li>• 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.</li> </ul> <p><b>Travel:</b></p> <ul style="list-style-type: none"> <li>• Face coverings recommended in crowded places outside of the school environment including public transport.</li> <li>• <u>Foreign and Commonwealth Office website</u> referred to for all foreign travel.</li> </ul> <p><b>Educational visits:</b></p> <ul style="list-style-type: none"> <li>• <u>There and Back again</u> followed by schools.</li> <li>• General guidance on educational visits is available and is supported by specialist advice from the <u>Outdoor Education Advisory Panel (OEAP)</u>.</li> </ul> <p><b>Emergency Plans:</b></p> <ul style="list-style-type: none"> <li>• Schools have emergency plans in place with</li> </ul>					
--	--	--	--	--	--	--	--	--

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 12 April 2022

Task / Activity Area	Hazard	Who might be harmed and how?	What are your existing controls?	Recommended Control Measures	Action by who/when?	Likelihood (L)	Impact (I)	Overall Risk (L X I) + I
			<p>guidance available on <a href="#">EGFL</a> and from <a href="#">Gov.</a></p> <p><b>Estates Management:</b></p> <ul style="list-style-type: none"> <li>Schools follow guidance on <a href="#">estates management</a> which includes the management of the following areas: fire, legionella, asbestos, gas and electricity.</li> </ul> <p><b>Administering first aid/medication:</b></p> <ul style="list-style-type: none"> <li><a href="#">HSE guidance on first aid</a> followed. This includes first aid cover and qualifications as well as guidance for first aiders.</li> <li>Administering first aid and medication risk assessments completed by schools.</li> <li><a href="#">Government PPE guidance</a> followed as required.</li> </ul>					

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 12 April 2022

<b>Likelihood:</b>						
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
<b>Impact:</b>	Negligible	Minor	Moderate	Major	Extreme	