



COVID-19: Checklist & risk assessment for reopening of school premise after lockdown.

Document information

Document title	Covid 19: Risk Assessment (Autumn 2021)		
Owner	SMBC - Corporate Health & Safety Unit		
Status	Live	Version	1
Effective from	9 th September 2021	Approved on	
Last updated	8 th September 2021	Last updated by	JS
Review date	Ongoing		
Purpose	To give schools SLT direction, guidance and advise on how to ensure safe operational running of the school and site		

Introduction

Checklist

Part 1 is a “checklist” prompt form to assist schools in ensuring all health & safety issues have been considered prior to reopening of the premises. This should be completed prior to the risk assessment.

Further guidance on the statutory testing of plant & equipment can be found in the [school premise logbook](#).

Risk assessment

Part 2 is a risk assessment.

Further guidance on the risk assessment process can be found in the [Risk Assessment SMP](#).

Further information

If you require any further information, please contact the health & safety unit via our shared email address: health_safety@sandwell.gov.uk.

Part 2: H&S Checklist

Conducted by: MS/NS/JS

Date: 14.7.21

Updated with RA (see below)

Areas to consider	Y	N	N/A	Evidence/Comments	Further actions?	Who & When?
Health & safety/statutory issues						
Have all health & safety compliance checks of plant & equipment been completed prior to opening? (This can be done through referencing of the School Premise Logbook or equivalent)	Y			EQUIPMENT AND PLANT CHECKS COMPLETED- WEEKLY CHECKLIST EXTERNAL CHECKS COMPLETE- SITEWATCH DUE (BREAKING POINTS)	PREMISES LOG TO FILED AS ONE	CS
Will a test of emergency procedures (e.g. fire drill) be carried out in the first week of school reopening?	Y			PLANNED FOR FIRST WEEK- DISCLOSED/ ANNOUNCED FIRE DRILL Unannounced will continue as agreed by the FGB		SLT/TT/MC Gov

Areas to consider	Y	N	N/A	Evidence/Comments	Further actions?	Who & When?
Infection control issues						
Have alternative arrangements been made for those adults/children who fall into the extremely vulnerable or vulnerable categories?	Y			RA for extremely clinically / clinically vulnerable No individual RA- all advised to wear a mask, keep to SD rules, regular hand washing Recommended for all staff/visitors who are yet to receive their vaccine or 2 nd vaccine to wear face covering in shared areas.		SLT/TT/DK
Is there an enhanced cleaning regime of common contact points in place (e.g. door handles, push bars, desks, whiteboards, etc)?	Y			<ul style="list-style-type: none"> • INCREASED STAFF • Deep clean on Friday afternoon • Rota in place for touch points/ bins/ shared areas/ toilets <p>Note: Please see latest Government guidance for cleaning in a non-health care setting</p>	<ul style="list-style-type: none"> • TOUCH POINTS- SHARED WITH ALL STAFF • Review the cleaning of high traffic area e.g. hall, dining room, gym • Where possible, all bins will have a removable lid, swing lid or foot pedal. Staff / visitors/ pupils are encouraged to replace the lid, use the foot pedal and bag any contaminated materials (see further details below). 	CS/AC

Areas to consider	Y	N	N/A	Evidence/Comments	Further actions?	Who & When?
Is there a good supply of liquid soap and alcohol-based hand rub (ABHR) available for pupils and adults?	Y			2 ½ HAND SANTISERS LIQUID HAND SOAPS In each classroom Each adult has own bottle	DELIVERY FOR ANTI BAC CS to check stocks/place order	MC/CS
Is there a ready supply of tissues for pupils and adults?	Y			In all classrooms and shared areas		Office

Is contaminated waste disposed of regularly and appropriately?	Y			USE YELLOW BIN LINERS FOR TISSUES AND PAPER TOWELS		CS/JG
Is an isolation room available should an adult or pupil become symptomatic whilst at school?	Y			AHT ROOM- KS2 Isolation pack (x2) provided for pupils KS2 disabled toilet to be used as designated toilet (will be deep cleaned after use)		MS CT/LSP/SLT
Communication of Plans						
Are parents clear that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely)?	Y			HT letter/ information booklet Parents are recommended to wear face covering (not enforced).		MS 14.7.21
Have staff been briefed about the plans (for example, safety measures, timetable changes), including discussing whether training would be helpful?	Y			HT letter/ information booklet Regular parentmails/ letters		JS 14.7.21
Have staff been briefed about the plans (for example, safety measures, timetable changes including discussing whether training would be helpful?	Y			JS letters Regular parentmails/ letters		13.7 JS/MS Ongoing / timely

Part 2: Risk Assessment

Risk Assessment for: **Autumn 2021/22 Full opening** Causeway Green Primary School:

Assessment Date: **14.7.21** Name of Assessor(s): **MS/JS/NS** Assessment Ref No: **CW205**

Will revert to previously agreed and approved CV19 Risk Assessment should National Restrictions return

This corporate risk assessment is to be read in conjunction with your Service Area/school business continuity plan (BCP) and will be formally reviewed weekly, or more often if there are any significant changes to Government/Public Health England (PHE) advice.

Each Service Area / Team / school should also update their general risk assessment and ensure "lack of infection control measures / COVID-19" is identified as a hazard, with localised control measures identified where appropriate

Risk Matrix scoring guide:

Likelihood	
1	Very unlikely
2	Unlikely
3	Likely
4	Very likely
5	Certain

Severity:	
1	No Lost time
2	Under 7-day injury or illness
3	Over 7-day injury or illness (RIDDOR)
4	Specified injury or illness (RIDDOR)
5	Fatality, disabling injury or illness

High (15-25)	These risks are unacceptable; significant improvements in risk control are required. The activity should be halted with immediate effect until risk controls are identified/implemented that reduce the risk to an acceptable level
Medium (5-12)	Additional control measures should be identified and implemented to reduce the risks associated with the activity or workplace so far as reasonably practicable
Low (1-4)	Minimal control measures are required to be implemented to satisfy the level of risk. Maintain current arrangements for risk control

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
					L	S	R	
Contact with someone suffering from coronavirus	<ul style="list-style-type: none"> Staff Pupils Contractors Visitors 	<ul style="list-style-type: none"> From 25.1.21 Lateral Flow testing introduced for staff. The majority of staff have taken this up. Everyone will be asked not to come into school if they need to self-isolate under <u>current guidance (NHS test and Trace will contract any close contacts)</u>. Anyone self-isolating with symptoms will be encouraged to access <u>testing</u> and engage with the NHS Test and Trace process. If a symptomatic person comes into school, they will be sent home immediately or isolated until they can be picked up (SLT room) 999 will be called if they are seriously ill or injured or their life is at risk. In the case of a symptomatic pupil who needs to be supervised before being picked up: If a distance of 2m can't be maintained, supervising staff will wear PPE Pupils (under 18years) and adults who have been double vaccinated will no longer need to self isolate unless symptomatic or advised by NHS Test and Trace Staff who are yet to be double vaccinated will be required to self isolate in line with Government/ NHS guidance. 	<ul style="list-style-type: none"> LFT will be required twice weekly Staff testing positive to obtain PCR test and self isolate for 10 days. Regular reminders will be given about self-isolation/ NHS guidance If there are home testing kits available in school, these will be given to parents/carers collecting symptomatic children, and to staff who've developed symptoms at school, if providing one will increase the likelihood of them getting tested. 	All staff	2	4	8	3.9.21

<p>Clinical vulnerable staff and pupils at higher risk</p>	<ul style="list-style-type: none"> • Staff over 60 years old The national guidance in the UK suggests that all people who are over 70 should be considered as being at moderate risk. • Clinically vulnerable groups (high and moderate) • Non-vaccinated individuals 	<ul style="list-style-type: none"> • Effective vaccination programme has begun and is now prioritising the most vulnerable members of the community. • Advice to all CV or CEV staff to wear a mask and keep to SD rules, hand hygiene 	<ul style="list-style-type: none"> • Risk assessments can be written/ reviewed if medical circumstances change • Consult SIPS/Sandwell LA for further advice 	<p>TT/NS RA JS/MS</p>	<p>2</p>	<p>4</p>	<p>8</p>	<p>14.7.21</p>
<p>Increased transmission and number of reported cases</p>	<ul style="list-style-type: none"> • Staff • Pupils • Parents • Visitors 	<ul style="list-style-type: none"> • Effective vaccination programme for those eligible • Where 5 or more cases are reported, revert to bubbles (as per below guidance) • Maintain good hand hygiene and ventilation • For most education and childcare settings, whichever of these thresholds is reached first: • 5 children, pupils, students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period; or 	<ul style="list-style-type: none"> • Consult SIPS/Sandwell LA for further advice • Follow the Contingency Framework: education and childcare setting (gov.uk) 	<p>SLT/JS/Gov</p>	<p>3</p>	<p>3</p>	<p>9</p>	<p>2.9.21</p>

		<ul style="list-style-type: none"> • 10% of children, pupils, students or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period <p>For special schools, residential settings, and settings that operate with 20 or fewer children, pupils, students and staff at any one time:</p> <ul style="list-style-type: none"> • 2 children, pupils, students and staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period 						
Transmission of COVID 19	<ul style="list-style-type: none"> • All staff, pupils and visitors 	<ul style="list-style-type: none"> • Windows to be opened each morning in classrooms to allow for a free flow of fresh air. • In cooler weather, windows should be opened just enough to provide constant background ventilation and opened more fully whilst spaces are unoccupied e.g. between classes 		CT Site staff	2	4	8	14.7.21

<p>Visitors to school may not be aware of school procedures</p>	<ul style="list-style-type: none"> Staff and pupils- increased likelihood of contagion 	<ul style="list-style-type: none"> Reduced visitor permission continued LFTs to be offered to all students/regular visitors Face mask/ offered a visor are provided for shared areas All visitors are advised and supported with procedures for safe practice Risk assessments shared Teaching students are permitted into the school, and are inducted for H&S and Safeguarding (general policies and procedures). Teaching students/supply/visitors are offered a face mask and LFT Little Sprouts can now take place with no limit on numbers 	<ul style="list-style-type: none"> EVM asks visitors about CV19 symptoms Social distancing and hand hygiene measures in place Office staff to explain procedures 	<p>JS/MS PE/ Music specialist CT/LSP Office staff- AC</p>	<p>2</p>	<p>4</p>	<p>8</p>	<p>14.7.21</p>
<p>Lack of persons in safety critical roles (e.g. first aiders, fire</p>	<p>Teaching, nonteaching staff, children, cleaners,</p>	<p>Encourage all personnel to receive both vaccinations</p> <ul style="list-style-type: none"> Fire risk assessment kept under constant review. First aid needs assessment regularly reviewed. PPE provided inc. gloves/masks/visors Walkie talkies to be provided to lunchtime staff- support provided for first aid First aid bags provided for lunchtime staff 	<ul style="list-style-type: none"> Fire drill practiced first week back to ensure school can be evacuated safely Adequate number of staff with paediatric first aid training on site at all times 	<p>All staff</p>	<p>1</p>	<p>5</p>	<p>5</p>	<p>14.7.21</p>

Safeguard pupils whilst isolating	Pupils	<ul style="list-style-type: none"> Daily contact via Google Classroom Contact via the Attendance Officer Visit to home, where deemed necessary (staff will arrive in pairs) Safe and well checks Identity any vulnerable pupils and consider any additional safeguarding measures e.g. Social Worker Contact contact.us to provide packed lunch (will deliver if necessary). Prioritise Fareshare Food to those who are isolating and/or vulnerable (will deliver if necessary). 		Safeguarding / Attendance officer	1	2	3	14.7.21
Reduced staffing level (operational) etc) due to eligibility of vaccine due to age, self isolation and/or shielding.	All staff Illness, infection, fatality	<p>Staff must inform HT/SLT if they need to isolate/ track and trace</p> <p>Encourage personnel to receive both vaccinations</p> <p>Vaccine audit regularly reviewed</p>	<ul style="list-style-type: none"> If numbers of those in safety critical roles falls below that required by the assessments Supply will have to be employed where possible 	SLT – as and when need arises	1	4	4	14.7
Fire/Lockdown procedures	All staff, parents, visitors, contractors Illness – flu like symptoms through to fatality.	<ul style="list-style-type: none"> Normal Health and Safety procedures will be followed. Fire drill will be practised termly 	<ul style="list-style-type: none"> Unannounced Fire and Lockdown drills (known by HT) 	SLT/ MC/ CS – as and when need arises	2	3	6	

Site manager/deputy absence due to self-isolation.	All staff, pupils, parents, visitors, contractors Illness, infection, fatality	<ul style="list-style-type: none"> Number of pupils and adults on site will not exceed the number of persons required to carry out safety critical roles as per the relevant assessments Increased handwashing Limited contact with staff and pupils 	<ul style="list-style-type: none"> Staff to isolate Cougar to lock Causeway Green Primary School Site manager/deputy- to be tested Site close until testing results Deep clean of site 	SLT – as and when need arises	2	4	8	14.7.21
Lack of hand and respiratory hygiene practices and/or facilities	All staff, pupils, parents, visitors, contractors Illness, infection, fatality	<ul style="list-style-type: none"> All staff and pupils made aware of the “catch it, bin it, kill it” protocol via signage posters around the school. All toilets and handwashing stations have liquid soap available. Additional hand hygiene stations with alcohol-based hand rub (ABHR) available at all entry points and other key areas around the Causeway Green Primary School. <p>Hand hygiene:</p> <p>When pupils:</p> <ul style="list-style-type: none"> Arrive at school Return from break Change in rooms/ equipment Before/After eating 	<ul style="list-style-type: none"> Daily briefings to remind pupils of the importance of good hygiene practices. Regular checks made to ensure there is sufficient stock of soap-regular stock checks. Regular checks made to ensure there is sufficient ABHR each day. 	CTs– Daily All staff Caretaker / Premise Manager	2	4	8	14.7.21

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
					L	S	R	
Child, young person or other learner becomes unwell with symptoms of coronavirus and requires personal care.	Teaching, non-teaching staff, first aider, etc Illness – flu like symptoms through to fatality. Refer to additional Sandwell PH symptoms (a PCR test can be booked).*	PPE is only needed in a very small number of cases including: <ul style="list-style-type: none"> • if a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A fluid resistant surgical face mask should be worn by the supervising adult if 2 metres cannot be maintained. • Visor/ Face mask, aprons • If contact with the child or young person is necessary • Isolation room- window open • Contact parents • PCR Testing available to 5yr old and older 	See latest Government guidance for Test & Trace		3	4	12	14.7.21
Transmission during trips and visits	Parents, pupils, visitors and staff	<ul style="list-style-type: none"> • RA will be carried out including a prelim visit/enquiry • Ventilation and hygiene on RA • Ensure ventilation during coach/travel • Provide regular sanitizing opportunities 	Update Evolve		2	4	8	14.7.21

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
					L	S	R	
Personal care requirements and close contact for SEN and vulnerable pupils <i>Illness – flu like symptoms through to fatality</i>	Pupils, Teaching, non-teaching staff,	<ul style="list-style-type: none"> Different toilets allocated per phase PPE should be worn including face masks / visors (if necessary), gloves and apron. 	<ul style="list-style-type: none"> Parents and staff informed of RA and FAQ 	HT and staff Daily SEND Coordinator TT	3	4	12	14.7
Cross contamination during peripatetic lessons/ sessions	Staff Pupils Visiting teacher	<ul style="list-style-type: none"> Instruments and equipment cleaned Instruments won't be shared. PE/Music/MFL specialist will teach Changing for P.E. can now take place. 	<ul style="list-style-type: none"> Share with peripatetic staff Add to individual subject RA 	CT Peripatetic staff SLT	3	3	9	14.7
Spreading infection due to excessive contact and mixing in meetings	Staff Parents Pupils	<ul style="list-style-type: none"> Remote staff meetings for staffing (26 people or over). Staff meetings in hall where 25 or less Assemblies in phases. 	<ul style="list-style-type: none"> Review meetings to ensure remote access to staff meetings Provide shared spaces Office to share information with parents/ visitors upon request 	All staff	3	4	12	14.7
Play equipment-cross contamination and exposure to virus. <i>Illness – flu like symptoms through to fatality.</i>	Pupils, Teaching, non-teaching staff, first aider, etc	<ul style="list-style-type: none"> Regular cleaning directly after used Wash hands after using play equipment 	<ul style="list-style-type: none"> Share with all staff Staggered breaks A risk assessment will be completed and shared (MS) 	Individual bubble staff Every day All staff CS/MS/AC	2	3	6	14.7.21

School office exposure- cross contamination and exposure to virus.	Office staff, teachers, parents	<ul style="list-style-type: none"> All staff can now be in office Hatch to be used – slightly opened Telephone conversation/ consultation only Electronic payment only 	<ul style="list-style-type: none"> Share with staff /parents Communication with parents Email accounts 	AC/CS/JS	2	3	6	14.7
Spreading of virus when using shared spaces	Staff	<ul style="list-style-type: none"> Face coverings to be worn in shared areas Cleaning equipment provided 1 shared staffroom: wear masks when not seated. Endeavour to sit near people within phase 	<ul style="list-style-type: none"> Share RA 	SLT	2	6	12	14.7
Prevention of spreading and catching virus on trips, residential and visits	Staff Pupils Public	<ul style="list-style-type: none"> Visitors/speakers will be organised: hand sanitiser LFTs offered to regular visitors Residential trips are now permitted with LA guidelines in place Swimming will take place until further review. Ensure all ventilation on coach/travel. 	Continue and ongoing updates from Government, Local Authority and PHE.	HT/SLT Gov	2	4	8	14.7

Assessment reviewed [Date]:	Reviewed by [Name]:	Comments:
14.7.21	M Sangster	Updated to reflect National Restrictions being restricted. Reflects the current vaccination programme for NHS England.
2.9.21	M. Sangster	Updated to reflect the continued use of LFT and contingency planning for an outbreak.