

# RISK ASSESSMENT



**STOCKPORT**  
METROPOLITAN BOROUGH COUNCIL

**RISK ASSESSMENT NAME: COVID 19 School Reopening September 2021**

**DEPARTMENT: NEVILL ROAD INFANT SCHOOL**

**ASSESSORS NAME:**

**DATE: NOVEMBER / DECEMBER 2021**

What are the hazards?	Who might be harmed and how?	Current Control Measures?	Further Measures required?	Action by whom?	Action by When	Complete
Exposure to COVID 19	Pupils/staff/parents/visitors coming onto site may be carrying COVID-19 virus which could be spread to other pupils or staff	<p>Following current advice <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/">https://www.nhs.uk/conditions/coronavirus-covid-19/</a></p> <p>Tell children, young people, parents, carers or any visitors, such as suppliers, not to enter the school premises if they are displaying any symptoms of coronavirus (following the <a href="#">COVID-19: guidance for households with possible coronavirus infection</a>).</p> <p>Pupils, staff and other adults should follow public health advice on <a href="#">when to self-isolate and what to do</a>. They 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).</p>	<p>Vigilant monitoring of staff/pupils who are symptomatic: A high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature) A new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)</p> <p>If a pupil is awaiting collection, they 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 PPE should also be used if close contact is necessary. Further information on this can be found in the <a href="#">use of PPE in education, childcare and children’s social care settings</a> guidance. Any</p>	<p>All staff/ pupils/ parents/ visitors</p> <p>All staff</p>		

		<p>Parents will be informed as soon as school is aware that a positive case has been identified. The recommendation is that speed of communication is of priority to facilitate parents organising PCR tests for children / themselves. If necessary, a class may be 'bubbled' and further information will be passed on as to how this will operate in school.</p>	<p>rooms they use should be cleaned after they have left.</p> <p>If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <p>PPE should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).</p> <p>The household (including any siblings) should follow the PHE <a href="#">stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection</a>.</p> <p>In an emergency, call 999.</p> <p>If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell.</p> <p>Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people.</p>	<p>All Staff</p> <p>All Staff</p> <p>pupils/ parents</p>		
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			<p>See the <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a>.</p> <p><b>Please Note -</b> From 16 August 2021, children under the age of 18 years old will no longer be required to self-isolate if they are contacted by NHS Test and Trace as a close contact of a positive COVID-19 case.</p> <p>Contacts from the 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.</p> <p>Schools to ask for daily LFDs for household contacts of a case from the start of KS2 onwards</p> <p><b>Staff encouraged to take a LFD at least twice per week.</b></p>			
<b>Mixing and 'Bubbles'</b>	Staff and pupils working together could increase the risk of spreading the virus	<b>Class and year groups are encouraged to remain separate as far as is manageable to mitigate any risk.</b> <b>In the event of any breakout situation (5 children / staff) the class will be 'bubbled' which will include separate</b>	The school outbreak management plans cover the possibility that it may become necessary to reintroduce consistent groups ('bubbles') for a temporary period, to reduce mixing between groups.	All staff/pupils		

		toilet, lunch time and break time and any wrap-around provision.				
		Assemblies and any events that would include children mixing for longer periods of time are to be individually risk assessed i.e. a whole year group singing in the hall, whole key stage assembly	Increase physical distancing where practical as well as ensuring spaces are adequately ventilated. Use CO2 monitoring system where these events are risk assessed as permissible to continue and take appropriate action if needed.			
		Use of 2 <sup>nd</sup> staff room to facilitate less people in 1 space and ensuring that the spaces are adequately ventilated.				
		Reminders to any visitors re: safety measures in place. Any visiting adults to be kept to 'essential only'.				
<b>Hygiene</b>	Staff and pupils working together could increase the risk of spreading the virus	<p><b>Hand Hygiene</b> Frequent and thorough hand cleaning is regular practice. This can be done with soap and water or hand sanitiser.</p> <p><b>Respiratory Hygiene</b> The 'catch it, bin it, kill it' approach continues to be very important.</p>	<p>Reinforce good hand washing routines. As a minimum: <b>All</b> staff and pupils will wash their hands when they arrive at school in the morning. <b>All</b> staff and pupils will wash their hands after break and lunch before returning to the classroom.</p> <p>The <a href="#">e-Bug COVID-19 website</a> contains free resources for and materials to encourage good hand and respiratory hygiene.</p>	All staff/ pupils		
<b>Ventilation</b>	Poor ventilation could spread COVID-19	<p>When the school is in operation, it is important to ensure it is well ventilated and that a comfortable teaching environment can be maintained.</p> <p>Identify any poorly ventilated spaces as part of your risk assessment and take steps to improve fresh air flow in these areas, giving consideration when holding events where visitors such as parents are</p>	<p>Mechanical ventilation systems should be maintained in accordance with the manufacturers' recommendations.</p> <p>Opening external windows can improve natural ventilation, and in addition, opening internal doors can also assist with creating a throughput of air.</p>	All staff/ pupils/ parents/ Visitors		

		<p>on site for example attending school plays.</p> <p>Mechanical ventilation systems that uses a fan to draw fresh air or extract air from a room, should be adjusted to increase the ventilation rate wherever possible and checked to confirm that normal operation meets current guidance and that only fresh outside air is circulated.</p> <p>Where possible, systems should be adjusted to full fresh air or, if this is not possible, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor fresh air supply.</p> <p>Classrooms must have the CO2 monitors in place at all times and respond to any indication that levels are high i.e. improving ventilation.</p>	<p>If necessary, external opening doors may also be used (if they are not fire doors and where safe to do so).</p> <p>Balance the need for increased ventilation while maintaining a comfortable temperature.</p> <p>The <a href="#">Health and Safety Executive guidance on air conditioning and ventilation during the COVID-19 pandemic</a> and <a href="#">CIBSE COVID-19 advice</a> provides more information.</p>			
<b>Cleaning</b>	Pupils/staff coming onto site may be carrying COVID-19 virus which could be spread to other pupils or staff	<p>Maintain normal cleaning routines.</p> <p>Clean surfaces that children and young people are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, more regularly than normal.</p> <p>Personal Protective Equipment (PPE) to be used by staff as normally required for their role.</p>	<p>Cleaning staff will wear disposable gloves and wash their hands after removing the gloves.</p> <p>All surfaces in areas of use will be disinfected daily with the cleaning products normally used. Paying particular attention to frequently touched areas and surfaces, such as toilets and washrooms, desks, grab-rails in corridors, stairwells and door handles.</p> <p>PHE has published guidance on the <a href="#">cleaning of non-healthcare settings</a>.</p>	Site Manager and cleaning team		

			<p>Most staff in schools will not require PPE beyond what they would normally need for their work. The guidance on the <a href="#">use of PPE in education, childcare and children’s social care settings</a> provides more information on the use of PPE for COVID-19.</p>			
Face Coverings	General note and if circumstances change	<p>Face coverings are advised for staff and visitors in communal areas.</p> <p>Primary Schools The reintroduction of physical distancing measures and/or face coverings in communal areas for adults in primary schools, where physical distancing and ventilation is not possible.</p> <p>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 you may come into contact with people you don’t normally meet. This includes public transport and dedicated transport to schools.</p>	<p>If there is an outbreak in school, Public Health may advise you that face coverings should temporarily be worn in communal areas or classrooms (by pupils, staff and visitors, unless exempt). You should make sure your outbreak management plans cover this possibility.</p> <p>Primary Schools The reintroduction of face coverings for pick up and drop off points (and where parents/carers are visiting school).</p> <p>In these circumstances, transparent face coverings, which may assist communication with someone who relies on lip reading, clear sound or facial expression to communicate, can also be worn. Transparent face coverings may be effective in reducing the spread of COVID-19. However, the evidence to support this is currently very limited.</p>	All staff/ pupils		

			Face coverings (whether transparent or cloth) should fit securely around the face to cover the nose and mouth and be made with a breathable material capable of filtering airborne particles.			
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**Risk assessment**

You must comply with health and safety law and put in place proportionate control measures. You must regularly review and update your risk assessments - treating them as 'living documents', as the circumstances in your school and the 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 [health and safety advice for schools](#).

**Further Information and Government Advice –**

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance>

<https://www.gov.uk/guidance/covid-19-coronavirus-restrictions-what-you-can-and-cannot-do>

<https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-educational-provision/guidance-for-schools-colleges-and-local-authorities-on-maintaining-educational-provision>

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>

<https://www.nhs.uk/conditions/coronavirus-covid-19/>

You should review your risk assessment if you think it might no longer be valid, e.g. following an accident in the workplace, or if there are any significant changes to the hazards in your workplace, such as new equipment or work activities.

REVIEW DATE	OFFICER REVIEWING
20/10/2021	AM & DB