

# Cubbington C of E Primary School



## Covid-19 Risk Assessment – Autumn Term 2021

This risk assessment recognises that COVID-19 virus is a hazard. It also reflects that the virus is spread in minute water droplets that are expelled from the body through sneezing, coughing, talking, and breathing. The virus can be transferred to the hands and from there to surfaces. It can survive on surfaces for a period after transfer (depending on such things as the surface type, its moisture content and temperature). This risk assessment concludes that if it is passed from one person to another, while many survive infection, some may die from the disease.

It is regarded as a high hazard.

This risk assessment process follows the Health & Safety Executive (HSE) general basic five steps principle. This risk assessment considers the specific activities where there could be a potential exposure or transmission of COVID-19 and considers the general hazards and controls.

Risk Assessment for:	normal school activities and day-to-day operation
Assessment Date:	August 2021
Review cycle:	Monthly during Autumn term

		LIKELIHOOD				
		VERY UNLIKELY	UNLIKELY	LIKELY	HIGH LIKELY	ALMOST CERTAIN
SEVERITY	NEGLIGIBLE	LOW	LOW	LOW	LOW	LOW
	MINOR	LOW	LOW	LOW	MEDIUM	MEDIUM
	SERIOUS	LOW	MEDIUM	MEDIUM	MEDIUM	HIGH
	SEVERE	LOW	MEDIUM	MEDIUM	HIGH	HIGH
	VERY SEVERE	MEDIUM	MEDIUM	HIGH	HIGH	HIGH

This risk matrix will be used to evaluate risks for each activity:

Who might be harmed? (exposed to Covid-19 virus)	How might they be harmed? (by Covid-19 virus)	What control measures are in place to reduce/prevent the risk of exposure to COVID-19 virus	Considering your controls, what is the risk level?	Do you need to do anything else to control the risk?	Action to be taken & by whom?
1. Employees	1.1 New employees unfamiliar with mitigation procedures in place	<ul style="list-style-type: none"> <li>• Induction for all new members of staff</li> </ul>	medium	Not at the moment - under constant review	
	1.2 New/expectant mothers at greater risk if infected	<ul style="list-style-type: none"> <li>• Individual risk assessments completed for new/expectant mothers and mitigations put in place as identified</li> </ul>	medium	Not at the moment - under constant review	
	1.3 Language barrier prevents full understanding of procedures and protocols	<ul style="list-style-type: none"> <li>• All key information is presented both verbally and in written format (translated if needed)</li> </ul>	low	Not at the moment - under constant review	
	1.4 Exposure to other employees who may be infected	<ul style="list-style-type: none"> <li>• Reduce capacity of staff room to promote social distancing</li> <li>• Hand sanitiser to be used on entry/exit of the building</li> <li>• Increased hand washing for staff is expected</li> <li>• Common touch points to be additionally cleaned each day</li> <li>• Ventilation of all rooms in school (natural air flow – not fans)</li> <li>• Ensure staff are aware of these ventilation controls</li> <li>• Full vaccination of staff to be strongly encouraged</li> <li>• Twice weekly LFD testing to continue through Autumn term</li> <li>• Use of large rooms for staff meetings to ensure social distancing is in place</li> <li>• Any shared equipment (e.g. pens) to be cleaned with EN14476 surface wipes</li> <li>• Ensure that all staff understand that those who have covid-19 symptoms must not attend school in any circumstances and must get tested asap</li> <li>• Ensure that staff understand the procedures to be followed if they are a close contact for a positive Covid-19 case</li> <li>• Ensure all staff understand how to report symptoms, possible exposure concerns and test results</li> <li>• Ensure most current guidance is being followed</li> <li>• Use of screens in shared working environments or strict social distance to be maintained</li> </ul>	medium	Not at the moment - under constant review	

	1.5 Exposure to members of the public (parents/visitors/other professionals) who may be infected	<ul style="list-style-type: none"> <li>• Limit visitors to the school site as much as practically possible</li> <li>• Encourage social distancing at all times whilst on site</li> <li>• Hand sanitiser to be used on entry/exit of the building</li> <li>• Common touch points to be additionally cleaned each day</li> <li>• Ventilation of all rooms in school (natural air flow - not fans)</li> <li>• Ensure staff are aware of these ventilation controls</li> <li>• Use of large rooms for meetings to ensure social distancing is in place</li> <li>• Ensure that all visitors/parents understand that those who have covid-19 symptoms must not attend school in any circumstances and must get tested asap</li> <li>• Ensure most current guidance is being followed</li> <li>• Screens to be used at reception area to limit exposure to staff</li> <li>• Any shared equipment (e.g. pens) to be cleaned with EN14476 surface wipes</li> <li>• Any visits off site must be fully risk assessed to include control measures (e.g. hand washing, social distance) for minimising the risk of exposure to Covid-19 virus whilst outside the controlled school environment. If control measures cannot be maintained then the visit will not be deemed unsuitable and high risk and shall not go ahead</li> </ul>	medium	Not at the moment - under constant review	
	1.6 Exposure to virus through close interactions between employees and children	<ul style="list-style-type: none"> <li>• Ensure children use hand sanitiser/wash hands when entering or exiting the building</li> <li>• Limit close contact as much as possible whilst still ensuring full delivery of the curriculum</li> <li>• Common touch points to be additionally cleaned each day</li> <li>• Ventilation of all rooms in school (natural air flow - not fans)</li> <li>• Ensure staff are aware of these ventilation controls</li> <li>• If children display Covid-19 symptoms then isolate them in the library, maintain 2m distance and contact parents to collect and get them tested asap</li> <li>• Limit use of shared equipment and clean items before returning to central storage using EN14476 surface wipes</li> </ul>	medium	Not at the moment - under constant review	
	1.7 Exposure to virus through close interactions between employees whilst using welfare facilities	<ul style="list-style-type: none"> <li>• EN14476 surface wipes to be used to clean touch points in toilets before each staff use</li> <li>• EN14476 surface wipes to be available for staff to use when sharing equipment in the staff room (e.g. kettle) as well as hand sanitiser</li> <li>• Staff encouraged to limit numbers in the staff room</li> <li>• Doors and windows to be opened to facilitate ventilation</li> <li>• Ensure staff are aware of the ventilation controls</li> </ul>	medium	Not at the moment - under constant review	
	1.8 Repeated interactions for increasing amounts of time	<ul style="list-style-type: none"> <li>• Ensure staff understand the need to limit close interactions and what counts as close interaction</li> </ul>	medium	Not at the moment - under constant review	
	1.9 In places where people find it difficult to avoid one another	<ul style="list-style-type: none"> <li>• Ensure staff understand the need to limit close interactions by avoiding crowded spaces (e.g. photocopier room, toilets)</li> </ul>	medium	Not at the moment - under constant review	

	1.10 Through virus transfer on most commonly touched surfaces	<ul style="list-style-type: none"> <li>Enhanced cleaning with normal cleaning products by the cleaning team</li> <li>EN14476 surface wipes available to regular clean commonly touched surfaces</li> </ul>	medium	Not at the moment - under constant review	
	1.11 Clinically vulnerable staff might be more susceptible to enhanced risk from the virus	<ul style="list-style-type: none"> <li>Complete individual risk assessment and look at ways to reduce risk in their working environment</li> </ul>	medium	Not at the moment - under constant review	

Who might be harmed? (exposed to Covid-19 virus)	How might they be harmed? (by Covid-19 virus)	What control measures are in place to reduce/prevent the risk of exposure to COVID-19 virus	Considering your controls, what is the risk level?	Do you need to do anything else to control the risk?	Action to be taken & by whom?
2. Pupils	2.1 Exposure to other pupils who may be infected/through close interactions	<ul style="list-style-type: none"> <li>• Hand sanitiser/hand washing on entering/exiting the building and regularly throughout the school day (specifically after lunch and break times)</li> <li>• Ensure parents are aware of the need to keep unwell children at home and to get PCR test if showing Covid-19 symptoms</li> <li>• Ensure that staff know how to isolate unwell children showing Covid-19 symptoms and to contact parents, asking them to arrange PCR test</li> <li>• Common touch points to be additionally cleaned each day</li> <li>• Limit use of shared equipment and clean items before returning to central storage (e.g. rulers, iPads, Chromebooks, PE equipment) using EN14476 surface wipes</li> <li>• Ventilation of all rooms in school (natural air flow - not fans)</li> <li>• Ensure staff are aware of these ventilation controls</li> </ul>	medium	Not at the moment - under constant review	
	2.2 Exposure to virus through close interactions between pupils and staff/staff who may be infected/ other visiting adults	<ul style="list-style-type: none"> <li>• Ensure children and staff/visitors use hand sanitiser/wash hands when entering or exiting the building</li> <li>• Limit close contact as much as possible whilst still ensuring full delivery of the curriculum</li> <li>• Common touch points to be additionally cleaned each day</li> <li>• Ventilation of all rooms in school (natural air flow - not fans)</li> <li>• Ensure staff/visitors are aware of these ventilation controls</li> <li>• If children display Covid-19 symptoms then isolate them in the library, maintain 2m distance and contact parents to collect and get them tested asap</li> <li>• Ensure that all staff/visitors understand that those who have covid-19 symptoms must not attend school in any circumstances and must get tested asap</li> <li>• Ensure that staff/visitors understand the procedures to be followed if they are a close contact for a positive Covid-19 case</li> <li>• Ensure all staff/visitors understand how to report symptoms, possible exposure concerns and test results</li> <li>• Limit use of shared equipment and clean items before returning to central storage using EN14476 surface wipes</li> </ul>	medium	Not at the moment - under constant review	
	2.3 Through virus transfer on most commonly touched surfaces	See 1.10	medium	Not at the moment - under constant review	

	2.4 Language barrier prevents full understanding of procedures	<ul style="list-style-type: none"> <li>• Staff to ensure that children understand by demonstrating what needs to be done and having other children model expected behaviours</li> </ul>	low	Not at the moment - under constant review	
	2.5 New pupils unfamiliar with mitigation procedures in place	<ul style="list-style-type: none"> <li>• Staff to ensure that children understand by explaining what needs to be done and why, as well as supporting them through each step until they get the hang of it</li> </ul>	low	Not at the moment - under constant review	
	2.6 Through off site visits where control measures will vary	<ul style="list-style-type: none"> <li>• Any visits off site must be fully risk assessed to include control measures (e.g. hand washing, social distance) for minimising the risk of exposure to Covid-19 virus whilst outside the controlled school environment. If control measures cannot be maintained then the visit will not be deemed unsuitable and high risk and shall not go ahead</li> </ul>	medium	Not at the moment - under constant review	

Who might be harmed? (exposed to Covid-19 virus)	How might they be harmed? (by Covid-19 virus)	What control measures are in place to reduce/prevent the risk of exposure to COVID-19 virus	Considering your controls, what is the risk level?	Do you need to do anything else to control the risk?	Action to be taken & by whom?
3. Cleaners	3.1 Through cleaning of contaminated surfaces (e.g. in classrooms, toilets)	<ul style="list-style-type: none"> <li>• Cleaning staff to be provided with suitable PPE (e.g. disposable gloves, aprons) and understand that they are expected to wear this PPE whilst carrying out their cleaning duties</li> <li>• Doors and windows to be opened to facilitate ventilation</li> <li>• Ensure staff are aware of the ventilation controls</li> <li>• Increased hand washing for staff is expected</li> <li>• Additional cleaning of surfaces during the day will reduce the potential viral load</li> <li>• Where a positive case is confirmed, cleaning staff must also wear face masks when cleaning that area/classroom</li> <li>• Extra strength standard cleaning products will be used to clean the area/classroom</li> </ul>	medium	Not at the moment - under constant review	
	3.2 Through ineffective disposal of contaminated cloths	<ul style="list-style-type: none"> <li>• Cleaning staff to be provided with suitable PPE (e.g. disposable gloves, aprons) and understand that they are expected to wear this PPE whilst carrying out their cleaning duties</li> <li>• All cloths to be disposed of at the end of each day or soaked in bleach overnight</li> <li>• Where a positive case is confirmed, all cloths will be disposed of after each area/classroom is cleaned. Cloths will be disposed of in a double bagged bin bag and immediately removed to the outside bins.</li> </ul>	medium	Not at the moment - under constant review	
	3.3 Through shared cleaning equipment (e.g. vacuum cleaner)	<ul style="list-style-type: none"> <li>• Cleaning staff to use EN14476 surface wipes or normal cleaning products to clean the equipment before it is shared or returned to storage cupboards</li> </ul>	medium	Not at the moment - under constant review	
	3.4 Exposure to virus through close interactions between employees	<ul style="list-style-type: none"> <li>• Staff encouraged to limit numbers in the classrooms</li> <li>• Cleaning staff to be assigned to separate areas of the school to ensure reduction in close working with other employees</li> <li>• Doors and windows to be opened to facilitate ventilation</li> <li>• Ensure staff are aware of the ventilation controls</li> <li>• Suitable PPE to be provided for the cleaning team (e.g. disposable gloves, aprons)</li> <li>• Increased hand washing for staff is expected</li> </ul>	medium	Not at the moment - under constant review	
	3.5 Language barrier prevents full understanding of procedures and protocols	<ul style="list-style-type: none"> <li>• All key information is presented both verbally and in written format (translated if needed)</li> </ul>	low	Not at the moment - under constant review	

4. Visitors or volunteers	4.1 Exposure to school employees who may be infected	See 1.5	medium	Not at the moment - under constant review	
	4.2 Exposure to virus through close interactions between visitors and children	See 2.6	medium	Not at the moment - under constant review	
5. Contractors	5.1 Exposure to school employees who may be infected	<ul style="list-style-type: none"> <li>• Limit contractors to the school site as much as practically possible whilst ensuring that school is fully operational</li> <li>• Encourage social distancing at all times whilst on site</li> <li>• Hand sanitiser to be used on entry/exit of the building</li> <li>• Common touch points to be additionally cleaned each day</li> <li>• Ventilation of all rooms in school (natural air flow - not fans)</li> <li>• Ensure contractors are aware of these ventilation controls</li> <li>• Ensure that all contractors understand that those who have covid-19 symptoms must not attend school in any circumstances and must get tested asap</li> <li>• Ensure most current guidance is being followed</li> <li>• These control measures should also form part of the method statement for any planned works on the school site</li> </ul>	medium	Not at the moment - under constant review	
6. Agency Staff	6.1 Exposure to school employees who may be infected	See 1.1 to 1.10 - Employees	medium	Not at the moment - under constant review	
	6.2 Exposure to virus through close interactions between agency staff and children	See 1.1 to 1.10 - Employees	medium	Not at the moment - under constant review	
	6.3 Through virus transfer on most commonly touched surfaces	See 1.1 to 1.10 - Employees	medium	Not at the moment - under constant review	
7. Work Experience	See section 1 - employees	Work experience students in school will be treated as employees and risk assessed as such. See section 1.1 to 1.10.	medium	Not at the moment - under constant review	



8. Maintenance Workers	8.1 Exposure to school employees who may be infected	<ul style="list-style-type: none"> <li>• Limit maintenance workers to the school site as much as practically possible whilst ensuring that school is fully operational</li> <li>• Encourage social distancing at all times whilst on site</li> <li>• Hand sanitiser to be used on entry/exit of the building</li> <li>• Common touch points to be additionally cleaned each day</li> <li>• Ventilation of all rooms in school (natural air flow - not fans)</li> <li>• Ensure maintenance workers are aware of these ventilation controls</li> <li>• Ensure that all maintenance workers understand that those who have covid-19 symptoms must not attend school in any circumstances and must get tested asap</li> <li>• Ensure most current guidance is being followed</li> </ul>	medium	Not at the moment - under constant review	
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Monitor and Review					
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Date of review:					
Reviewed by:					
Changes needed?					
Notes					