

# School Covid-19 Risk Assessment & Checklist

<b>School:</b>	<b>KENNINGTON PRIMARY SCHOOL</b>
<b>Address:</b>	<b>KENNINGTON ROAD, FULWOOD, PRESTON</b>
<b>Completed by:</b>	<b>J. DUFFY (DEPUTY HEADTEACHER)</b>
<b>Date:</b>	<b>4.3.22</b>
<b>Proposed review date:</b>	<b>3.5.22</b>

## Instructions

As an employer, you must by law protect workers and others from risks to their health and safety. This includes risks from COVID-19.

COVID-19 is a workplace hazard and it must now be managed in the same way as other workplace hazards. This includes:

- completing a suitable and sufficient assessment of the risks of COVID-19 in the workplace and
- identifying control measures to manage the risk.

**Failure to carry out a suitable and sufficient risk assessment and put in place sufficient control measures may be considered a breach of health and safety law.**

You must regularly review and update your risk assessments - treating them as 'living documents', as the circumstances in your school and 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 advice on the government website: [health and safety advice for schools](#) or the [Health and Safety web pages](#) via the Schools Portal.

Text highlighted in yellow relates to **new** amendments to the content covering issue 9 of this document.



<p style="text-align: center;"><b>Potential hazards &amp; guidance on how to control them</b></p>	<p style="text-align: center;"><b>Do you believe the hazard is adequately controlled? Yes or No</b></p>	<p style="text-align: center;"><b>Recommended Controls Measures</b></p> <p style="text-align: center;"><b>Control measures must be amended to reflect the circumstances of your workplace by removing, adding, or amending content below.</b></p>
<p>lightly and would need to take account of the detrimental impact they can have on the delivery of education.</p>		
<p><b>Maintain good hygiene throughout the day</b></p>		
<p>Effective hand washing is one of the easiest ways to protect yourself and others from illnesses such as Covid-19.</p> <p>Washing your hands properly removes dirt, viruses and bacteria and prevents them spreading to other people and objects which in turn can spread illnesses such as Covid-19.</p> <p>Public Health England provides best practice <a href="#">guidance on how to wash your hands.</a></p>	<p><b>YES</b></p>	<ul style="list-style-type: none"> <li>• Staff, pupils and visitors are instructed to wash hands or use hand sanitiser regularly throughout the day particularly when they arrive at school, when they return from breaks, when they change rooms, before and after eating, after using the toilet, after touching shared resources or after touching their face, blowing their nose, sneezing, coughing.</li> <li>• Hand washing facilities are readily available. Where hand washing facilities are not readily available, hand sanitiser stations have been positioned to allow pupils and staff to clean their hands regularly.</li> <li>• Pupils are reminded how to catch coughs and sneezes if a tissue is not readily available ie. in the crook of the elbow rather than in the hands.</li> <li>• Posters display good hand washing technique and government guidelines on good respiratory hygiene.</li> <li>• Staff supporting others to evacuate are aware of the need to follow hand washing or sanitising instructions.</li> <li>• First aiders will pay particular attention to sanitisation measures immediately before and following the administration of first aid.</li> <li>• Staff who have assisted someone who has taken unwell with COVID-19 symptoms are aware of the need to follow appropriate handwashing guidelines.</li> </ul>
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		<p>member of staff or pupil displaying symptoms. School follows the procedures set out in the Government guidance <a href="#">Cleaning in Non-Health Care Settings</a> following a confirmed or suspected case of COVID-19 on site.</p> <ul style="list-style-type: none"> <li>• Contaminated or suspected contaminated waste is double bagged, labelled and stored for 72 hours before being disposed of with general waste.</li> <li>• Where it is not possible to store waste for 72 hours, arrangements will be made for collection by the school's specialist clinical waste contractor.</li> </ul>
<p><b>Personal protective equipment &amp; face coverings</b></p>		
<p>Directors of public health will continue to advise individual settings experiencing outbreaks on the need to introduce face coverings in school. Any local introduction of face coverings will be subject to routine review and removed at the earliest opportunity.</p> <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> <p>Additional PPE for COVID-19 is only required in a very limited number of scenarios:</p>	<p><b>YES</b></p>	<ul style="list-style-type: none"> <li>• Staff who are already using PPE to protect against non-COVID-19 risks, will continue to do so. Use of PPE has been determined by an assessment of risks in the workplace.</li> <li>• First Aiders have read and follow the <a href="#">Government guidance for first responders</a> and the <a href="#">HSE Guidance on First Aid during the coronavirus pandemic</a>.</li> <li>• When caring for someone with COVID-19 symptoms a face mask should be worn if social distancing cannot be maintained and if contact is necessary, gloves, an apron and a face mask should be worn.</li> <li>• Additional PPE is made available in First Aid boxes and alongside Defibrillators.</li> <li>• Disposable gloves, an impermeable apron and a fluid resistant surgical face mask are to be worn when delivering hands on first aid</li> </ul>
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<ul style="list-style-type: none"> <li>• <a href="#">if an individual child, young person or student becomes ill with COVID-19 symptoms and only then if close contact is necessary</a></li> <li>• when performing <a href="#">aerosol generating procedures (AGPs)</a></li> </ul> <p>No additional PPE should be necessary because staff are dealing with non-symptomatic children in a non-healthcare setting, therefore the risk of viral transmission is very low.</p> <p><b>Delivering First Aid to pupils</b> Children and young people who require first aid should continue to receive care in the same way. No additional PPE is needed because of COVID-19 for anyone who does not have symptoms.</p> <p>First Aiders should familiarise themselves with the <a href="#">Government guidance for first responders</a> and the <a href="#">HSE Guidance on First Aid during the coronavirus pandemic</a>.</p> <p>The safe removal of PPE is a critical consideration to avoid self-contamination. Staff should familiarise themselves with the Government <a href="#">guidance on the use of personal protective equipment</a>.</p> <p><b>Disposal of PPE</b> Disposal of used PPE and other waste should be in line with <a href="#">cleaning non-healthcare settings outside the home</a>.</p> <p>Settings such as special schools that generate clinical waste should continue to follow their usual waste policies.</p>		<p>to adults where close contact cannot be avoided. If a risk assessment indicates the likelihood of contamination by splashes, droplets of blood or body fluids, disposable eye protection (such as a face visor or goggles) will be worn.</p> <ul style="list-style-type: none"> <li>• Staff are aware of the need to report insufficient levels of PPE to their line manager.</li> <li>• Disposable gloves and impermeable aprons must be worn when cleaning areas that have been occupied by someone displaying COVID-19 symptoms.</li> <li>• Staff are aware of the arrangements for the safe use and disposal of PPE including face masks/face coverings.</li> </ul>
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<ul style="list-style-type: none"> <li>• aged under 18 and 6 months</li> <li>• they are taking part in a vaccine trial</li> <li>• are not vaccinated for medical reasons</li> </ul> <p>Instead, they will be advised to take an LFD test every day for 7 days. Anyone who's LFD test comes back positive should isolate and take a confirmatory PCR test to verify the result.</p> <p>Children under 5 years are exempt from self-isolation and do not need to take part in daily testing of close contacts.</p> <p>The 10-day self-isolation period for people who record a positive LFD/PCR test result for COVID-19 has been reduced to 5 days when they get a negative LFD result on day 5 &amp; 6 of their isolation period and they do not have a high temperature.</p> <p>Refer to the latest government guidance <a href="#">Stay at home: guidance for households with possible or confirmed coronavirus (Covid-19) infection</a> for further information.</p>		<ul style="list-style-type: none"> <li>• Staff and pupils with a positive PCR result will be required to self-isolate for 10 days and will be supported to do so. Individuals who have tested negative on day 5 &amp; 6 of their self-isolation period and do not have a temperature will be permitted to end their isolation and return to school on day 6.</li> <li>• Staff and pupils (aged 6 and over) identified as a close contact by NHS Test &amp; Trace will be advised to take an LFD test every day for 7 days.</li> <li>• Staff and pupils with a positive LFD test are required to isolate but are <b>not</b> required to take a confirmatory PCR test.</li> <li>• Customers, visitors and contractors are instructed not to attend site if they are displaying symptoms.</li> </ul>
<p><b>Asymptomatic testing</b></p>		
<p>Staff in all education and childcare settings, should take one self-test at home either the evening or morning before they return after the school break, then continue to test twice weekly at home.</p>	<p><b>YES</b></p>	<p><b>UPDATE STAFF ON ASYMPTOMATIC TESTING</b></p> <ul style="list-style-type: none"> <li>• Staff are required to undertake twice weekly home LFD tests.</li> <li>• Staff are advised to take an LFD test at home the evening or morning before they return to school after the school break.</li> </ul>

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<p>Staff should undertake twice weekly home tests whenever they are on site. Testing remains voluntary but is strongly encouraged.</p> <p>Confirmatory PCR testing following a positive LFD result has been temporarily suspended from 11 January 2022. This means that staff and pupils who have had a positive LFD result and who are not displaying any symptoms, will no longer be advised to get a confirmatory PCR test.</p> <p>If you have previously received a positive COVID-19 test result, you are advised not to take another PCR test within 90 days of this result <b>unless you develop any new main symptoms of COVID-19</b>, or if you are required to take a PCR test upon entry into the UK.</p> <p>If you have a positive PCR test result within 90 days of a previous positive test result this may indicate a new infection so you must stay at home, self-isolate and follow the steps in this guidance again.</p> <p>Additional information on <a href="#">PCR test kits for schools and further education providers</a> is available.</p> <p><a href="#">The government sharing platform</a> provides information and guidance for schools on testing arrangements.</p>		
<p style="text-align: center;"><b>Reduce the risk of transmission through vaccination</b></p>		



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<p><a href="#">General guidance</a> about educational visits is available and is supported by specialist advice from the <a href="#">Outdoor Education Advisory Panel (OEAP)</a>.</p>		<p><b>member of staff developing COVID-19 symptoms before a visit and being unable to attend</b></p> <ul style="list-style-type: none"> <li>The school will liaise with the venue/activity provider as part of the risk assessment process to ensure it has made its own assessment of the risk of COVID-19 and implemented suitable controls measures to prevent infection. Preliminary visits to the venue will be carried out if deemed necessary to check measures are in place.</li> </ul>
<p><b>Keep pupils and staff safe when travelling</b></p>		
<p>Up to date <a href="#">guidance on COVID-19 and school travel</a> is available from the School Transport team.</p>	<p><b>YES</b></p>	<ul style="list-style-type: none"> <li>The control measures for dedicated transport have been aligned as far as possible with the principles underpinning the system of controls set out in school including ventilation, cleaning and hygiene.</li> <li>When travelling on public or dedicated transport pupils, staff and parents are <b>required</b> encouraged to wear a face covering.</li> </ul> <p><b>GUIDANCE FOR PARENTS-</b></p> <p><b>GUIDANCE FOR STAFF SCHOOL VISITS</b></p>
<p><b>Managing a COVID-19 outbreak in school</b></p>		
<p>Please refer to <a href="#">PHE North West Schools Resource Pack</a> for advice on managing COVID-19 cases and outbreaks</p> <p>For support on outbreak management please contact; <a href="mailto:COVID19-HealthProtection@lancashire.gov.uk">COVID19-HealthProtection@lancashire.gov.uk</a></p>	<p><b>YES</b></p>	<ul style="list-style-type: none"> <li>An outbreak management plan is in place outlining how the school will operate if there is an outbreak in the school or local area.</li> <li>Support is obtained as required from relevant teams including Lancashire Public Health Education Outbreak Management team.</li> </ul>

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<p>School should have contingency plans outlining what action to take if pupils or staff test positive for COVID-19, or how school would operate if advised to take extra measures to help break chains of transmission.</p> <p>Guidance on what to include in contingency framework and information on what circumstances might lead to additional action, and the steps to work through, are contained the government guidance <a href="#">Contingency framework: education and childcare settings January 2022</a>.</p>	<p align="center"><b>YES</b></p>	<ul style="list-style-type: none"> <li>• School continues to record COVID-19 related absence in accordance with the information contained within the <a href="#">PHE North West Schools Resource Pack</a>.</li> <li>• In the event of an outbreak any staff required to work from home will be supported to do so including ensuring they have suitable equipment, developing appropriate communication channels and looking after their physical and mental wellbeing.</li> <li>• A homeworking checklist and risk assessment has been completed for any staff working from home for a prolonged period which is reviewed on a 3-monthly basis.</li> </ul>
<p><b>Communication, consultation and training</b></p>		
<p>Employers have a legal duty to consult workers on health and safety matters.</p> <p>To help workers feel safe returning to work employers should consult with them on any health and safety measures that have been put in place to reduce the risk of COVID-19 spreading.</p> <p>Schools continue to engage with staff (including through trade unions and employee representative groups) to monitor and understand any unforeseen impacts of changes to working environments.</p>	<p align="center"><b>YES</b></p>	<ul style="list-style-type: none"> <li>• Clear and up to date information and guidance on how to manage the risks associated with COVID-19 is available via the schools portal and <a href="#">Government website</a>.</li> <li>• Staff are consulted when considering local arrangements.</li> <li>• Signage, posters and other instructions use simple, clear messaging to explain guidelines using images and clear language, with consideration of groups for which English may not be their first language.</li> </ul>
<p><b>Stress &amp; Anxiety</b></p>		

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<p>Mental health is important, especially during times of uncertainty. The government has published <a href="#">guidance on the mental health and wellbeing aspects of coronavirus (COVID-19)</a>.</p> <p>The Department for Education is providing additional support for both pupil and staff wellbeing in the current situation. Information about the <a href="#">extra mental health support for pupils and teachers</a> is available.</p> <p>The <a href="#">Education Support Partnership</a> provides a free helpline for school staff and targeted support for mental health and wellbeing.</p>	<p><b>YES</b></p>	<ul style="list-style-type: none"> <li>• The Headteacher and other senior staff monitor working arrangements and offer support and advice where necessary.</li> <li>• A procedure is available for individuals to report concerns over breaches of school safe working policy/guidelines so that intervention can occur.</li> <li>• A <a href="#">risk assessment addressing COVID-19 concerns for an employee</a> has been completed for any member of staff raising concerns about their safety or well-being and appropriate control measures identified and implemented.</li> <li>• Staff are made aware of sources of information via the school portal, and elsewhere, that will assist their wellbeing such as: <ul style="list-style-type: none"> <li>• <a href="https://lscresiliencehub.nhs.uk/">https://lscresiliencehub.nhs.uk/</a></li> </ul> </li> </ul> <p>On the portal:</p> <ul style="list-style-type: none"> <li>▪ <a href="#">Employee Wellbeing</a></li> <li>▪ <a href="#">MIND web site</a></li> <li>▪ <a href="#">H&amp;S COVID-19 web page</a></li> </ul> <p><b>CHECK STAFF ARE AWARE</b></p>

<b>ACTION PLAN - Further action / controls required</b>						
<b>Hazard</b>	<b>Action required</b>	<b>Person(s) to undertake action?</b>	<b>Priority</b>	<b>Projected time scale</b>	<b>Notes / comments</b>	<b>Date completed</b>
<b>REDUCING THE SPREAD OF COVID</b>	<p><b>STAFF AND PARENTS NEED TO BE INFORMED OF THE FOLLOWING ADVICE FOR STAFF AND PUPILS:</b>  <b>stay at home if they are unwell or tested positive for COVID-19</b></p> <ul style="list-style-type: none"> <li>• ON PARENTS BULLETIN ABOUT UPDATED COVID POLICY/RISK ASSESSMENT</li> <li>• ON STAFF BULLETIN ABOUT UPDATED COVID POLICY/RISK ASSESSMENT</li> </ul>	A.ROYLE	HIGH	7.3.22		
<b>REDUCING THE RISK FOR VISITORS AND CONTRACTORS</b>	<p>Site rules are prominently displayed at all access points, including sanitising, handwashing, limiting close contact, not entering if symptomatic</p> <p><b>CREATE A NEW CHECKLIST OF QUESTIONS FOR VISITORS E.G. HAVE THEY GOT SYMPTOMS? HAVE THEY TESTED POSTIVE?</b></p>	A.ROYLE	HIGH	7.3.22		

<p><b>REDUCE THE RISK OF TRANSMISSION THROUGH VACCINATION</b></p>	<p>All eligible staff are encouraged to take up the offer of the vaccine, including boosters. ON STAFF BULLETIN ABOUT UPDATED COVID POLICY/RISK ASSESSMENT</p>	<p>A.ROYLE</p>	<p>HIGH</p>	<p>7.3.22</p>		
<p><b>PROTECT PEOPLE AT HIGHER RISK OF INFECTION</b></p>	<ul style="list-style-type: none"> <li>An <a href="#">individual risk assessment</a> has been completed for any staff member who has significant risk factors or who is experiencing mental health issues due to COVID-19.-<b>THESE NEED UPDATING</b></li> <li>With the permission of the relevant staff member, staff are made aware of those workers previously considered clinically extremely vulnerable so that they can take extra precautions around them.</li> <li>ON STAFF BULLETIN ABOUT UPDATED COVID POLICY/RISK ASSESSMENT- <i>AFTER J.DUFFY HAS GAINED PERMISSIONS</i></li> </ul>	<p>J.DUFFY</p>	<p>MEDIUM</p>	<p>7.3.22</p>		
<p><b>KEEPING PUPILS AND STAFF SAFE WHEN TRAVELLING</b></p>	<ul style="list-style-type: none"> <li>When travelling on public or dedicated transport pupils, staff and parents are <b>required</b> encouraged to wear a face covering. <b>GUIDANCE FOR PARENTS</b></li> </ul>	<p>A.ROYLE</p>	<p>MEDIUM</p>	<p>7.3.22</p>		

	<ul style="list-style-type: none"> <li>ON PARENTS BULLETIN ABOUT UPDATED COVID POLICY/RISK ASSESSMENT</li> </ul> <p><i><b>GUIDANCE FOR STAFF SCHOOL VISITS ON STAFF BULLETIN ABOUT UPDATED COVID POLICY/RISK ASSESSMENT</b></i></p>					
<b>STRESS AND ANXIETY</b>	<ul style="list-style-type: none"> <li>Staff are made aware of sources of information via the school portal, and elsewhere, that will assist their wellbeing such as:</li> </ul> <p><a href="https://scresiliencehub.nhs.uk/">https://scresiliencehub.nhs.uk/</a></p> <p>ON STAFF BULLETIN ABOUT UPDATED COVID POLICY/RISK ASSESSMENT</p>	A.ROYLE	HIGH	7.3.22		
<b>ASYMPTOMATIC TESTING</b>	<p><i><b>UPDATE STAFF ON ASYMPTOMATIC TESTING NONE NEEDED BUT THEY CAN DO THEN IF THEY PERSONALLY WISH TO AND BUT THEY ARE CHARGING FOR THEM NOW.</b></i></p> <p>ON STAFF BULLETIN ABOUT UPDATED COVID POLICY/RISK ASSESSMENT</p>	A.ROYLE	HIGH	7.3.22		

