

**COVID-19 RISK ASSESSMENT – The Key Educational Trust**  
**Risk Assessment Guidance (risks, hazards and ways of avoiding them)**

Risk Type	Issue/Hazard	Measures to Minimise Risk	Trust Actions and comments
Introducing virus into school environments from outside	Visitors to reception areas	<ul style="list-style-type: none"> <li>• Rearrange any non-essential appointments</li> <li>• Request that individuals communicate via telephone or email, wherever possible.</li> <li>• Maintain a distance of 2m where possible.</li> <li>• Ensure good ventilation of office type environments</li> <li>• Clear signage and instructions on entry and/or website (the way supermarkets and other organisations have done)</li> </ul>	<ul style="list-style-type: none"> <li>• Visitors not permitted unless essential</li> <li>• Visitor checklist in use</li> </ul>
	Visitors for meetings	<ul style="list-style-type: none"> <li>• Consider how to use technology for meetings e.g. video / teleconference facilities.</li> <li>• Where you need to meet, maintain a distance of 2m where possible</li> </ul>	<ul style="list-style-type: none"> <li>• Remote meetings in use</li> </ul>
	Deliveries	<ul style="list-style-type: none"> <li>• Any deliveries to be dropped outside the door, where possible</li> </ul>	
	Volunteers	<ul style="list-style-type: none"> <li>• Brief volunteers on essential safety information.</li> <li>• Stop all non-essential services/activities.</li> <li>• Hold any meetings via video / teleconference facilities, where possible.</li> </ul>	<ul style="list-style-type: none"> <li>• Board member meetings held remotely</li> </ul>
	Staff	<ul style="list-style-type: none"> <li>• Wash hands regularly for at least 20 seconds. Catch coughs/sneezes in a tissue and wash your hands again.</li> <li>• Maintain a 2-metre distance from colleagues/pupils/parents wherever possible.</li> <li>• Keep up to date with government guidance at <a href="https://www.gov.uk/coronavirus">https://www.gov.uk/coronavirus</a></li> </ul>	<ul style="list-style-type: none"> <li>• Guidance issued to staff</li> </ul>
	Cleaning	<ul style="list-style-type: none"> <li>• Increase cleaning regimes of regularly contacted areas e.g. door handles, desks, toilets etc.</li> <li>• Ensure thorough cleaning of buildings before they reopen.</li> </ul>	<ul style="list-style-type: none"> <li>• Cleaning increased and appropriate protocols in place</li> </ul>

		<ul style="list-style-type: none"> <li>• Ensure compliance with infection control guidance around cleaning regimes.</li> </ul>	
Spreading the virus within buildings	Virus passed to others on hands	<ul style="list-style-type: none"> <li>• On entering the workplace wash hands with soap and water for at least 20 seconds/sanitise using the equipment provided</li> <li>• Wash hands on a regular basis</li> <li>• Where possible, avoid sharing stationery and other equipment,</li> <li>• Build in regular healthy practice of hand washing with children in schools and settings</li> <li>• Resources in schools should be limited to items that can be washed or sterilised.</li> </ul>	<ul style="list-style-type: none"> <li>• Guidance issued to staff and protocols in place</li> </ul>
	Virus passed to others with a sneeze or cough	<ul style="list-style-type: none"> <li>• Catch any coughs or sneezes in a tissue, bin it and wash your hands (or in your elbow if you have no tissue and then wash hands, etc.)</li> <li>• Try not to touch your face and eyes</li> </ul>	<ul style="list-style-type: none"> <li>• Guidance issued to staff and protocols in place</li> </ul>
	Staff	<ul style="list-style-type: none"> <li>• Regularly clean your work area including phones, keyboards and mouse.</li> <li>• Wash hands regularly for at least 20 seconds. Catch coughs / sneezes in a tissue and wash your hands again.</li> <li>• Maintain a 2-metre distance from colleagues/pupils and parents wherever possible.</li> <li>• Keep up to date with government guidance at <a href="https://www.gov.uk/coronavirus">https://www.gov.uk/coronavirus</a></li> </ul>	<ul style="list-style-type: none"> <li>• Guidance issued to staff and protocols in place</li> </ul>
Spreading the virus from the office into the Community	Spread of germs	<ul style="list-style-type: none"> <li>• Wash hands before leaving the school</li> <li>• Follow Government advice (see the link above)</li> </ul>	<ul style="list-style-type: none"> <li>• Guidance issued to staff and protocols in place</li> </ul>

Illness/ symptoms identified	Staff member (council worker) / pupil or household member becoming ill	<ul style="list-style-type: none"> <li>• In the event of a pupil, staff member or member of their household becoming ill, the headteacher must be informed</li> <li>• A 10-day isolation period for individuals who have been symptomatic.</li> <li>• Any other member of the household must self-isolate for 10-days (see table and flowchart)</li> <li>• Keep up date with the latest government guideline: <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</a></li> <li>• In line with HR procedures, all staffing absences including self-isolating staff should be shared with the LA by submitting an e-form</li> <li>• Keep in touch with staff members who are in self-isolation and include them in communications</li> </ul>	<ul style="list-style-type: none"> <li>• Guidance issued to staff and protocols in place</li> </ul>
	Caretaking/cleaning staff	<ul style="list-style-type: none"> <li>• Cleaning an area with normal household disinfectant after someone with suspected coronavirus (COVID-19) has left will reduce the risk of passing the infection on to other people.</li> <li>• Wherever possible, wear PPE – disposable or washing-up gloves and aprons for cleaning. These should be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished.</li> <li>• Using a disposable cloth, first clean hard surfaces with antibacterial spray/wipes. Then disinfect these surfaces with the cleaning products you normally use. Pay particular attention to frequently touched areas and surfaces, such as bathrooms, grab-rails in corridors and stairwells and door handles.</li> <li>• If an area has been heavily contaminated, such as with visible bodily fluids, from a person with coronavirus (COVID-19), consider using protection for the eyes, mouth and nose, as well as wearing gloves and an apron.</li> </ul>	<ul style="list-style-type: none"> <li>• Heads requested to notify cleaning colleagues of all suspected cases so the protocols in the column to the left can take place (staff and children)</li> </ul>

		<ul style="list-style-type: none"> <li>Wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning. Wash hands regularly.</li> </ul>	
Staff member/pupil re-entering the work place/school after period of self-isolation	Staff member / pupils	<ul style="list-style-type: none"> <li>A 10-day isolation period for individuals who have been symptomatic.</li> <li>Any other member of the household must self-isolate for 10-days (see table and flowchart)</li> <li>Keep up date with the latest government guideline:  <a href="https://www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19">https://www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19</a></li> <li><a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a></li> </ul>	<ul style="list-style-type: none"> <li>Guidance issued to staff and protocols in place</li> </ul>
Vulnerable groups at risk	Children with safeguarding and welfare needs, including children with a child in need (CIN) plan or child protection plan (CPP), children with special guardianship orders (SGO) and child arrangement orders (CAO)	<ul style="list-style-type: none"> <li>For those children who are being supported by children’s social care and have to isolate, support and continue to liaise with families, including undertaking necessary visits whilst taking appropriate infection control measures.</li> <li>All planned and required meetings take place with the existing timescales.</li> <li>Child Protection Conferences continue to run with participation from partners, the child and the family.</li> <li>All planned visits are expected to be followed, though adaptations will be made because of these exceptional circumstances. The purpose of these visits remains to ensure the child is safe and social workers need to assure themselves of this.</li> <li>Social workers will continue to work with vulnerable children in this difficult period and should support these children to access provision.</li> <li>Attendance will be monitored.</li> </ul>	<ul style="list-style-type: none"> <li>Guidance issued to staff and protocols in place</li> </ul>

	<p>Looked after children (LAC)</p> <p>Young carers (young people who are caring for a parent who may be disabled or a sibling)</p> <p>Disabled children (not all disabled children have an Education Health and Care Plan)</p>		
Low morale	Reduced well-being of staff	<ul style="list-style-type: none"> <li>• Inform all staff of current situation on a regular basis</li> <li>• Peer support for staff, employee healthcare and head teacher wellbeing service</li> <li>• Staff to immediately inform manager if unwell and any symptoms are shown</li> <li>• Maintain regular contact with staff who might be working from home or self-isolating</li> </ul>	<ul style="list-style-type: none"> <li>• Guidance issued to staff and protocols in place</li> </ul>
Trust reputation	Lack of communication	<ul style="list-style-type: none"> <li>• Comms to provide regular updates on the Internet and via other appropriate media streams and methods</li> </ul>	<ul style="list-style-type: none"> <li>• Comms in place</li> </ul>

	Reduction in service	<ul style="list-style-type: none"> <li>• If the need to work from home arises, ensure you take all your equipment home each day and check all necessary systems are enabled (managers will direct if you can work from home)</li> <li>• There are some simple steps you can take to reduce the risks from display screen work:             <ul style="list-style-type: none"> <li>○ breaking up long spells of DSE work with rest breaks (at least 5 minutes every hour) or changes in activity</li> <li>○ avoiding awkward, static postures by regularly changing position</li> <li>○ getting up and moving or doing stretching exercises</li> <li>○ avoiding eye fatigue by changing focus or blinking from time to time</li> </ul> </li> <li>• Check the email/Teams for regular updates on the situation</li> </ul>	<ul style="list-style-type: none"> <li>• Guidance issued to staff and protocols in place</li> </ul>
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