

# Risk assessment – Covid-19 Schools Risk assessment for ease of lockdown Stage 4 20-8-21 OHS CF 015 010/3a

Corporate Health & Safety reviewed this risk assessment on: 27 August 2021 (Next Review Date by Mid-Sept 2021)  
 Directorate: Children's Services Department: Education, Partnership, Schools and Colleges  
 Service: Education (LBB-run schools) Location: All schools  
 Manager Completing Form: Date Completed: 27 August 2021

**Beths Grammar School Risk Assessment adopted by Headteacher, SLT and Governing Body.**  
**To be read in conjunction with Beths Grammar School System of Controls document.**

**Overall risk rating: 5.5 (LOW)**

**Instructions:**

1. This applies to all work activities that fall under this particular task.
2. If this risk assessment does not cover all of the hazards and existing control measures required relevant to your service, you should add them below at 'Other risks (please detail)' and notify the Corporate Health and Safety Team by sending the risk assessment attached to the email.
3. If further controls are necessary, these should be recorded in the 'Additional controls to reduce risk' column and a revised lower score given.
4. Please communicate this risk assessment to all your staff e.g., via email, team meetings etc evidencing how you do this.
5. Review the risk assessment annually, after an accident/incident or significant changes to the workplace or working processes.

**Terminology:**

- **Activity-** The type of work being undertaken e.g., use of a piece of electrical equipment or machinery.
- **Hazard-** Something with the potential to cause harm. Harm can be physical, chemical, biological or psychological.
- **Control Measures-** Actions taken to prevent hazard being realised. Control measures can include such areas as training, supervision, safe systems of work, maintenance procedures, physical measures such as guarding and personal protective equipment.
- **Likelihood** – the chances of harm occurring on a scale of 1 to 5 with 1 being highly unlikely and 5 being highly likely
- **Risk Rating-** Multiply the likelihood figure by the severity figure to get the risk rating after the existing control measures have been considered.
- **Severity** – the level of harm/injury caused by the accident or incident, on a scale of 1 to 5 with 1 being No Injury and 5 being a fatality.

**Likelihood (L) x Severity (S)  
 = Risk Rating (RR):**

	L = 1	L = 2	L = 3	L = 4	L = 5
S = 1	1	2	3	4	5
S = 2	2	4	6	8	10
S = 3	3	6	9	12	15
S = 4	4	8	12	16	20
S = 5	5	10	15	20	25

**Possible Likelihood**

- 5 Highly likely
- 4 Likely
- 3 Possible
- 2 Unlikely
- 1 Highly unlikely

**Possible Severity**

- 5 Fatality
- 4 Major injury
- 3 Hospital treatment
- 2 First aid required
- 1 No injury

Rating	Action
<b>15-25 Very High</b>	Work should not be undertaken without reducing risk
<b>10-12 High</b>	As above
<b>8-9 Moderate</b>	Work fine to continue. Additional controls should be considered
<b>4-6 Low</b>	Work fine to continue with existing controls
<b>1-3 Very Low</b>	As above

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				L	S	RR		L	S	RR
<b>General:</b> Risk assessment and consultation with staff and the provision of wellbeing support to staff and pupils	Staff and pupil concerns not taken into account. Concerned about return to work and school	Staff and pupils	<p><b>The country is easing out of National Lockdown with a <a href="#">road map of measures</a> and we are now in Stage 4.</b> This advice on <a href="http://www.gov.uk">www.gov.uk</a> for education settings is a summary of the key control measures required: The <a href="#">Operational guidance</a> dated 17 August 2021 should be read in conjunction with this risk assessment and the DfE has created a <a href="#">bespoke page</a> on gov.uk which lists all current schools guidance. Where this guidance refers to schools, that does not include maintained nursery schools or pre-reception classes. Separate guidance is available for: <a href="#">early years and childcare settings</a> and <a href="#">further education colleges and providers</a>. Additional operational guidance is also available for <a href="#">special schools, special post-16 providers and alternative provision</a>.</p> <p>This risk assessment is for dissemination within schools by the school's own internal consultation and training methods. Control measures must be adopted where reasonably practicable to do so. It is a legal requirement that schools update their risk assessments to ensure all current government restrictions are adhered to and consult and share findings with staff. The school must be prepared to review their risk assessments quickly should Public Health or the government advise changes.</p>	1	3	3	Beths Grammar School has adopted the London Borough of Bexley risk assessment which should be read in conjunction with the Beths Grammar School System of Controls.			
	Risk of Covid-19 transmission	Staff and pupils	To minimise risk, all elements of the system of control measures detailed below must be put in place. School Leaders must ensure systems are implemented, staff and pupil behaviour supervised and that control measures are followed and any breaches recorded. 'Near miss' incidents and positive cases among staff must be recorded on an accident/incident form and	1	4	4				

# Risk assessment – Covid-19 Schools Risk assessment for ease of lockdown Stage 4 20-8-21 OHS CF 015 010/3a

			communicated on My View to Corporate Health and Safety' so that control measures are continually reviewed. See <a href="#">health and safety advice for schools</a> .							
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Risk assessment and consultation with staff and the provision of wellbeing support to staff and pupils (continued)	Risk of Covid-19 transmission	Staff and pupils	<p>It is best practice to share the risk assessment also with parents and the HSE requires that for schools who employ more than 50 people, that it is published on the external website. Where a suitable and sufficient risk assessment is in place, LBB Insurance will cover Covid-19 related incidents for Community Schools.</p> <p>A General Covid-19 risk assessment CF 015 010/4 is in place for LBB staff and communicated within each school's own cascade system. Staff are informed of safety measures and consulted for any concerns. LBB consults with the Unions weekly as well as in meetings with the Local Consultative Group (LCG) to ensure a corporate approach to risk controls, which includes maintained schools. Other schools should ensure that any appropriate steps have been undertaken consistent with procedures for their own school.</p> <p>Staff have access to a 24-hour Carefirst EAP counselling and advice service where schools have subscribed.</p> <p>School Heads encourage active communication between staff on concerns and ensure staff read all communications and this includes senior leaders and governing bodies.</p> <p>Senior leaders implement working practices promoting a good work-life balance. Staff surveys encouraged locally at each school on aspects of working during Covid-19. LBB Senior management 'Restore Group' in</p>							

# Risk assessment – Covid-19 Schools Risk assessment for ease of lockdown Stage 4 20-8-21 OHS CF 015 010/3a

			place for high level corporate decision-making during pandemic.							
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Risk assessment and consultation with staff and the provision of wellbeing support to staff and pupils (continued)	Risk of Covid-19 transmission through concerns not being taken into account	Staff and pupils	<p>School Governing Bodies must be involved in overseeing this risk assessment and its implementation at local level.</p> <p>Some pupils may be experiencing a variety of emotions in response to the COVID-19 pandemic, such as anxiety, stress or low mood. Staff can support pupils using this advice: <a href="#">promoting and supporting mental health and wellbeing in schools</a>.</p> <p>Safeguarding: Where remote learning is occurring due to self-isolation or school bubble closures, the school should encourage parents to have regular conversations with their child about risks online such as sexual imagery, grooming, cyberbullying, suicide content and radicalisation, and how to speak to someone if they are worried. Schools encourage parents to set age filter controls on online content. Microsoft advises all software updates are carried out on home computers to avoid hackers and viruses after a recent incident.</p> <p><b><u>Guidance for schools for Step 4:</u></b> The following control measures must all be met, which are incorporated throughout the risk assessment below:</p> <ol style="list-style-type: none"> <li>1) Ensure good hygiene for everyone</li> <li>2) Maintain appropriate cleaning regimes</li> <li>3) Keep indoor spaces well ventilated</li> <li>4) Follow Public Health advice on testing, self-isolation and managing confirmed cases of Covid-19</li> </ol>							

## Risk assessment – Covid-19 Schools Risk assessment for ease of lockdown Stage 4 20-8-21 OHS CF 015 010/3a

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Social distancing.  and persons clinically extremely vulnerable	Risk of Covid-19 transmission	Staff and pupils	All Clinically Extremely Vulnerable children can attend their setting unless advised not to by a medical professional. Further information is at <a href="#">supporting pupils at school with medical conditions</a> . Social distancing measures for school staff have now ended however Clinically Extremely Vulnerable staff are advised to seek their GP or medical professional's advice on whether their condition should still be shielded. The HSE advice on <a href="#">protecting vulnerable workers</a> , must be followed.	2	4	8				
Face coverings	Rick of Covid-19 transmission	Staff and pupils	Face coverings are no longer required by law for secondary pupils, or staff and visitors either in classrooms or in communal areas. They must be worn in enclosed and crowded spaces where people may come into contact with other people they don't normally meet such as mixing with other schools, public transport dedicated transport to school, and school transport. If a school has a substantial increase in the number of positive cases in your school (see <a href="#">Stepping measures up and down</a> for more information), the director of public health might advise that face coverings should temporarily be worn in communal areas or classrooms (by pupils, staff and visitors, unless exempt). Transparent face coverings, which may assist communication with someone who relies on lip reading, or facial expression to communicate, can also be worn. Face visors or shields can be worn by those exempt from wearing a face covering but they are not an equivalent alternative in terms of source control of virus transmission. They should only be used after carrying out a risk assessment for the specific situation and should always be cleaned appropriately.	2	4	8				

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Mixing and 'bubbles' and Detecting transmission	Risk of Covid-19 transmission	Staff and pupils	<p>It is no longer necessary to keep children in consistent groups (bubbles) and assemblies can resume, as well as mixing of groups at meal times.</p> <p>For transmission, outbreak management plans in place ready to reintroduce bubbles if required and a review made of hygiene, improving ventilation without impacting thermal comfort, and other controls including encouraging testing and using outdoor space where possible. Schools can seek advice from the Dfe Helpline (0800 046 8687, option 1).</p> <p><b>Public Health guidance - Thresholds for detecting transmission</b> in the setting are described as:</p> <ul style="list-style-type: none"> <li>• 5 cases of students or staff who are likely to have mixed closely test positive in a 10 day period OR 10% of students or staff who are likely to have mixed closely test positive within a 10 day period (either by PCR testing or LFD testing with a follow-up PCR) OR Dates should be calculated based on illness onset, or test date if asymptomatic. OR</li> <li>• Evidence of severe illness e.g. students or staff members admitted to hospital or a death as a result of a COVID 19 infection (PCR or LFD test with follow up PCR).</li> <li>• For special schools, residential settings with 20 or fewer students and staff – 2 students and staff who are likely to have mixed closely, test positive within a 10 day period.</li> </ul> <p>The most important changes in Outbreak Control Plan (OCP) are:</p> <ul style="list-style-type: none"> <li>- Self-isolation - Identified close contacts of a positive case, including household contacts, no longer need to self-isolate, if they meet <b>conditions on page 8</b> of this risk assessment.</li> </ul>	2	4	8				

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Mixing and 'bubbles' and Detecting transmission (continued)	Risk of Covid-19 transmission	Staff and pupils	<ul style="list-style-type: none"> <li>- Identification of close contacts - NHS Test and Trace will work with the positive case and/or their parent to identify close contacts.</li> <li>- Schools will need to identify workplace (staff) contacts and provide details to the Self-Isolation Service Hub on 020 3743 6715.</li> <li>- Schools should seek public health advice if a student or staff member is admitted to hospital with COVID-19. They should do this by emailing the PH response cell at c19phresponsecell@bexley.gov.uk</li> </ul>							
Tracing contacts and actions for isolation	Risk of Covid-19 transmission	Staff and pupils	<p><b>From 16 August close contacts will now be identified via NHS Test and Trace and education settings will no longer be expected to undertake contact tracing.</b></p> <p>As with positive cases in any other setting, NHS Test and Trace will work with the positive case and/or their parent to identify close contacts. <b>Contacts from a school setting will only be traced by NHS Test and Trace where the positive case and/or their parent specifically identifies the individual as being a close contact.</b> 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. The school may need to help identify close contacts, as currently happens in managing other infectious diseases.</p>							

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Tracing contacts and actions for isolation (continued)	Risk of Covid-19 transmission	Staff and pupils	<p><b>Individuals are not required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19, and any of the following apply:</b></p> <ul style="list-style-type: none"> <li>• they are fully vaccinated</li> <li>• they are below the age of 18 years and 6 months</li> <li>• they have taken part in or are currently part of an approved COVID-19 vaccine trial</li> <li>• they are not able to get vaccinated for medical reasons</li> </ul> <p>Instead, they will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a <a href="#">PCR test</a> as soon as possible. LBB encourages all individuals to take a PCR test if advised to do so.</p> <p>Staff who do not need to isolate, and children and young people aged under 18 years 6 months who usually attend school, and have been identified as a close contact, should continue to attend school as normal. They do not need to wear a face covering within the school, but it is expected and recommended that these are worn when travelling on public or dedicated school transport.</p> <p>18-year-olds will be treated in the same way as children until 6 months after their 18th birthday, to allow them the opportunity to get fully vaccinated. At which point, they will be subject to the same rules as adults and so if they choose not to get vaccinated, they will need to self-isolate if identified as a close contact.</p>	2	4	8				



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Tracing contacts and actions for isolation (continued)	Risk of Covid-19 transmission	Staff and pupils	Settings will continue to have a role in working with health protection teams in the case of a local outbreak. If there is a substantial increase in the number of positive cases in a setting (see <a href="#">Stepping measures up and down</a> for more information) or if central government offers the area an enhanced response package, the director of public health might advise a setting to temporarily reintroduce some control measures. Information can be found in the <a href="#">contingency framework</a> .							
Hand hygiene	Risk of Covid-19 transmission	All site users	<p>Ensure that all adults and children frequently wash their hands with soap and water for 20 seconds and dry thoroughly. Posters are encouraged and schools ensure sufficient handwashing facilities are available in toilet blocks. Where a sink is not nearby, provide hand sanitiser in classrooms and other learning environments. <b>It is advised, where reasonably practicable, for electric hand dryers to be switched off and paper towels used, to avoid spread of microbes.</b></p> <p><b>Toilet seats should be closed when flushing, to avoid spread of microbes into the air.</b></p> <p>Follow the <a href="#">NHS guidance on hand hygiene</a>. Clean hands on arrival at the setting, before and after eating, and after sneezing or coughing. Supervise use of hand sanitisers in young children in case of ingestion. Ensure that help is available for children who have trouble cleaning their hands independently. Use of posters on hand hygiene. Small children with complex needs may need support so skin-friendly wipes may be an alternative. Children must be encouraged not to touch their mouth, eyes and nose (or face covering where required by Public Health to be worn).</p>	2	4	8				

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Respiratory hygiene	Risk of Covid-19 transmission	All site users	Microbes will travel 3 feet away from an individual during speech but will travel significantly further with coughing and sneezing. Persons should use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it'). Ensure that covered bins for tissues are emptied throughout the day to avoid being over-filled. The <a href="#">e-Bug COVID-19 website</a> contains free resources for you, including materials to encourage good hand and respiratory hygiene.	2	4	8				
Use of PPE	Risk of Covid-19 transmission through incorrect use of PPE	Staff and pupils	Most staff in schools will not require PPE beyond what they would normally need for their work (for example if working closely with children with special medical needs or intimate care). 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. Please note these videos on putting on and taking off PPE and the <a href="#">poster guide</a> . Putting on – <a href="https://youtu.be/ozY50PPmsvE">https://youtu.be/ozY50PPmsvE</a> Taking off – <a href="https://youtu.be/ozY50PPmsvE">https://youtu.be/ozY50PPmsvE</a>	1	4	4				
Enhanced Cleaning	Risk of Covid-19 spread on surfaces through insufficient cleaning	All site users	Schools maintain enhanced cleaning, particularly around common touch points such as door handles and taps and surfaces. This includes regular cleaning of areas and equipment twice per day, and play equipment after every session. PHE has published guidance on the <a href="#">cleaning of non-healthcare settings</a> . School ensure sufficient supplies are kept in locked cleaner's cupboards. Any staff asked to clean must be provided with training and PPE if not a skin-friendly product.	1	4	4				

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Ventilation and Co2 levels	Risk of Covid-19 transmission through poor ventilation	All site users	<p>Doors and windows opened to encourage ventilation and poorly ventilated spaces identified to improve fresh air flow, giving particular consideration when holding events where visitors such as parents are on site, such as school plays. Doors can be propped open but only if on a magnetic release or a system in place to unprop them in a fire evacuation. Fire doors should not be propped.</p> <p>Mechanical ventilation is adjusted to increase the ventilation rate and full fresh air wherever possible and checked to confirm that normal operation meets current guidance and that the air is not on 're-circulate'. This is balanced with providing thermal comfort to avoid extremes of temperature and children may wear warmer clothing accordingly. 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 information. Schools are encouraged to follow Dfe advice to measure Co2 levels in classrooms with the installation of Co2 monitors, which will be distributed by the government from the end of August along with guidance on how to use them.</p> <p>If using school transport, this should be well ventilated.</p>	1	4	4				

## Risk assessment – Covid-19 Schools Risk assessment for ease of lockdown Stage 4 20-8-21 OHS CF 015 010/3a

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Emergency first aid	Risk of Covid-19 transmission	All site users	<p>Schools must update their First Aid Needs risk assessment (available on <a href="#">BSN</a> in First aid for schools in the Resources section). First Aiders issued with PPE (goggles, gloves, mask and apron). Avoid mouth to mouth resuscitation, chest compressions only. See guidance from Resuscitation Council UK <a href="https://www.resus.org.uk/media/statements/resuscitation-council-uk-statements-on-covid-19-coronavirus-cpr-and-resuscitation/covid-community/">https://www.resus.org.uk/media/statements/resuscitation-council-uk-statements-on-covid-19-coronavirus-cpr-and-resuscitation/covid-community/</a></p> <p>All emergency personnel must practice good sanitation measures afterwards including washing hands. <a href="#">There is guidance for first responders</a>. Minimum number of first aiders on site daily in line with the first aid risk assessment and continual review based on occupancy and tasks.</p> <p>Schools no longer need to socially distance at assembly points and can revert back to pre-pandemic arrangements.</p>	2	4	8				

## Risk assessment – Covid-19 Schools Risk assessment for ease of lockdown Stage 4 20-8-21 OHS CF 015 010/3a

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Managing confirmed cases of Covid-19	Risk of Covid-19 transmission	Staff and pupils	<p>When an individual develops Covid-19 or has a positive test, pupils, staff and other adults 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). If anyone in your school develops <a href="#">COVID-19 symptoms</a>, however mild, you should send them home and they should follow public health advice. Symptoms include: <b>A high temperature, a new continuous cough, loss of taste or sense of smell (anosmia)</b>. For everyone with symptoms, they must avoid using public transport and, wherever possible, be collected by a member of their family or household. 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. If the child needs the toilet, there should be a separate toilet 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 rooms they use should be cleaned after they leave using <a href="#">decontamination cleaning</a> advice and staff must wash their hands after contact with the unwell person. 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>. In most cases, parents and carers will agree that a pupil with symptoms should not attend the school. If a parent or carer insists on a pupil attending, the school can take the decision to refuse the pupil if, in your reasonable judgement, it is necessary to protect other pupils and staff from possible infection with COVID-19.</p>	2	4	8				

## Risk assessment – Covid-19 Schools Risk assessment for ease of lockdown Stage 4 20-8-21 OHS CF 015 010/3a

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Testing and self-isolation	Risk of Covid-19 transmission	Staff and pupils	<p><b>Asymptomatic testing</b> is necessary to reduce the risk of transmission within schools. Schools must only provide tests across the summer holidays for twice weekly asymptomatic tests for secondary pupils and for staff in all schools, early years and wraparound childcare if they are open, such as for summer schools. On the return in September, all secondary schools must ensure their pupils take 2 on-site lateral flow tests, 3 to 5 days apart. This can commence from 3 working days before the start of term. Pupils must continue to test twice weekly at home until the end of September when this will be reviewed. Staff must undertake twice weekly home tests throughout all of September. Secondary schools should retain a small number of test kits for pupils and staff who are unable to test at home. There is no need for primary age pupils (those in year 6 and below) to test over the summer period. They will be offered the 2 tests at an ATS at the beginning of the autumn term when they start at their secondary school as a new year 7. Schools may choose to start testing year 6 pupils earlier, including in summer schools, is possible. If someone with symptoms tests positive, they must inform the school and should follow the <a href="#">guidance for households with possible or confirmed coronavirus (COVID-19) infection</a> <b>Those who test positive</b> must isolate for 10 days and take a confirmatory polymerase chain reaction (PCR) test and continue to isolate if the result is positive. Schools must be prepared to support home learning for any pupils who are well enough to study if tested positive.</p> <p><b>New guidance is that for under-18s, irrespective of their vaccination status, and double vaccinated adults, will not need to self-isolate if they are a close contact of a positive case. They will be strongly advised to take a PCR test and, if positive, will need to isolate.</b></p>							

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Testing, self-isolation (continued)	Risk of Covid-19 transmission	Staff and pupils	<p>18- year-olds will be treated in the same way as children until 6 months after their 18th birthday, to allow them the opportunity to get fully vaccinated. Further guidance can be found <a href="#">here for close contacts of someone who has tested positive and lives in the same household</a>, and for those who do not live together: <a href="#">Guidance for contacts of people with confirmed coronavirus (COVID-19) infection who do not live with the person - GOV.UK (www.gov.uk)</a></p> <p><b>Confirmatory PCR tests:</b> Staff and pupils with a positive LFD test result must self-isolate in line with the <a href="#">stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection</a>. They will also need to <a href="#">get a free PCR test to check if they have COVID-19</a>. Whilst awaiting the PCR result, the individual should continue to self-isolate. If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test LFD test and the pupil can return to school, as long as the individual doesn't have COVID-19 symptoms. Additional information on <a href="#">PCR test kits for schools and further education providers</a> is available.</p> <p>Public Health /Health Protection Team may request action is taken where outbreaks are of concern in the school. This will require strengthened communications to encourage pupils to take twice weekly testing and reporting, temporarily reinstating face coverings for pupils/students, staff and visitors in indoor and/or communal spaces in secondary schools, and for staff in primary, early years, out-of-school, and specialist settings. This should be for two weeks in the first instance, pending regular review. Then re-instating on-site rapid LFD testing in secondary schools, for a two-week period to encourage uptake or increased frequency of testing.</p>							

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Encouraging vaccine take-up	Risk of serious illness upon catching Covid-19 for those who are not vaccinated	All persons	LBB encourages vaccine take up for all who are eligible to have it. Further information is available in the guidance on <a href="#">supporting pupils at school with medical conditions</a> . Key contractors are encouraged to take up the vaccine too.	1	4	4				
Travel and quarantine	Risk of Covid-19 transmission	Pupils	Where pupils travel from abroad – those aged 11 to 17 need <a href="#">proof of a negative COVID-19 test</a> to travel to England (children aged 10 and under are exempt from this) and those aged 5 to 17 must take a COVID-19 travel test on or before day 2. More information is provided in the government's <a href="#">quarantine and testing guidance</a> .	1	4	4				
Risk assessment to pregnant employees	Risk of Covid-19 transmission	Pregnant employees	The risks to female employees of childbearing age and, in particular, risks to new and expectant mothers must be assessed and pregnant staff are in the clinically vulnerable group. If a school is notified that an employee is pregnant, breastfeeding, or has given birth within the last 6 months, it should check the risk assessment to see if any new risks have arisen. There is <a href="#">Guidance for pregnant employees</a> . Pregnant staff should only attend a workplace if the risk assessment states it is safe to do so. Women from 28 weeks gestation or with underlying health conditions such as pre-eclampsia, are at greater risk if they catch Covid-19. It should be noted that heart disease (congenital or acquired) during pregnancy, is classed as clinically extremely vulnerable and will have been notified by Public Health England. The DfE recommends that schools follow the same principles for <b>pregnant pupils</b> . <a href="#">Guidance</a> is available from the Royal College of Gynaecologists. Advice on <a href="#">COVID-19 vaccination: a guide for women of childbearing age, pregnant or breastfeeding</a> is also available.	2	4	8				



## Risk assessment – Covid-19 Schools Risk assessment for ease of lockdown Stage 4 20-8-21 OHS CF 015 010/3a

Activity	Nature of hazard and potential injuries	Persons at risk	Existing control measures	Current risk rating			Additional controls to reduce risk	Revised risk rating		
				L	S	RR		L	S	RR
Wraparound provision and extra-curricular activity	Risk of Covid-19 transmission	Pupils and staff	The following gov.uk guidance should be followed for <a href="#">providers who run community activities, holiday clubs, after-school clubs, tuition and other out-of-school provision for children</a> .	1	4	4				
Visitors and contractors	Risk of Covid-19 transmission	All site users	Visitors should be by appointment only and asked to follow hygiene measures in place. Contractor visits should be planned ideally to take place out of hours. Visitor passes cleaned between visitors.	1	4	4				
Information for parents	Risk of Covid-19 transmission	Pupils and staff	Schools continue to educate parents not to send their children in to school if they are showing symptoms of Covid-19 and encourage vaccination where relevant.	1	4	4				
Incident reporting	Risk of Covid-19 transmission from failing to review control measures following incidents	Staff	Any incidents at the school where it is found that staff have become infected through contact with work colleagues, children or members of the public during the course of undertaking their job, must be reported to HSE as a RIDDOR. The <a href="#">Corporate Health and Safety team</a> can assist with RIDDOR-reporting and applying criteria on what is considered a work-related infection. For Community Schools and those in the H&S SLA, please report Covid-19 incidents on 'My View' so that Bexley Borough can investigate.	1	4	4				
Educational visits	Risk of Covid-19 transmission	Pupils and staff	Schools are advised to take out insurance to ensure trips are not cancelled due to Covid-19. International travel can resume in the autumn term to those countries on the permitted list. A full risk assessment must be undertaken to include hygiene controls, ventilation at venues and first aid arrangements for all trips. Face coverings must be worn by all persons on a school bus or hired private coach, in the same way they do for public transport. <a href="https://www.gov.uk/government/publications/transport-to-school-and-other-places-of-education-autumn-term-2020/dedicated-transport-to-schools-and-colleges-covid-19-operational-guidance">https://www.gov.uk/government/publications/transport-to-school-and-other-places-of-education-autumn-term-2020/dedicated-transport-to-schools-and-colleges-covid-19-operational-guidance</a>	1	4	4				

# Risk assessment – Covid-19 Schools Risk assessment for ease of lockdown Stage 4 20-8-21 OHS CF 015 010/3a

Activity	Nature of hazard and potential injuries	Persons at risk	Existing control measures	Current risk rating			Additional controls to reduce risk	Revised risk rating		
				L	S	RR		L	S	RR
Building checks	Risk of legionella or Covid-19 transmission, and risk of fire	All site users	If buildings have been closed or had reduced occupancy, water system stagnation must be prevented with legionella checks and flushing regimes. Review the fire risk assessment and ensure all fire doors are operational at all times. Continue emergency drills, emergency lighting checks and fire alarm checks. Where mechanical ventilation is present, recirculatory systems should be adjusted to full fresh air. If mechanical ventilation systems cannot be adjusted to fresh air these should be switched off. Where possible, occupied room windows should be open. If school unsure, advice should be sought from your Heating, Ventilation and Air Conditioning (HVAC) Advisor. The HSE also has helpful advice on <a href="#">air conditioning and ventilation systems</a> . More detailed information on maintenance arrangements can be found in <a href="#">good estate management for schools</a> , in the section on <a href="#">maintenance checks and testing</a>	1	4	4				
Use of radioactive teaching material in secondary schools	Risk from radioactive materials leaking or going missing	All site users	For secondary schools holding radionuclides for Physics lessons, there must continue to be an annual inspection and leak testing of radioactive sources as the Health and Safety Executive (HSE) have not relaxed this requirement whilst pupils have been home learning and teachers working from home. There must be someone trained to carry out the annual inspection and leak testing of the sources following the <a href="#">CLEAPSS guide L93</a> . It is also advised to carry out a monthly store check for security reasons.	1	4	4				

## Risk assessment – Covid-19 Schools Risk assessment for ease of lockdown Stage 4 20-8-21 OHS CF 015 010/3a

### Notes:

Follow the general principles of prevention for health and safety:

Can the risk be avoided or removed?

If not, what precautions can be taken to reduce the risk, so far as is reasonably practicable? Evaluate that risk in a risk assessment.

Can the risk be combated at source? i.e., can safer equipment be purchased?

Has the work been adapted to the individual? (work design and its potential effect on health)

Has advantage been made of technical safety improvements?

Can the dangerous be replaced by a less dangerous method or equipment, without creating any fresh hazards?

Is there an overall coherent prevention policy on technology, organisation of work, conditions, relationships and other work environmental factors?

Has priority been given to collective protection measures to all staff over individual measures?>

Has adequate information, instruction and training been given? Is there supervision?