**This draft model risk assessment is date-specific.**

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| **Assessment: 15.5.20 Draft Model Risk Assessment for Schools Re-Opening after Covid-19 Closure**  **Assessed by: Safety Health & Wellbeing Team**  **Section: Schools Review dates: as dictated by issuing of new Government guidance**  To address the possibility of being infected with or transmitting Covid-19 during all of a school’s activity. Current Government advice (as of 15.5.20) states: The virus that causes Covid-19 is mainly transmitted through droplets generated when an infected person coughs sneezes or speaks. These droplets are too heavy to hang in the air. They quickly fall on floors or surfaces. The advice for schools, colleges and childcare settings is to follow steps on [social distancing, handwashing and other hygiene measures](https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people/guidance-on-social-distancing-for-everyone-in-the-uk-and-protecting-older-people-and-vulnerable-adults), and [cleaning](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings) of surfaces. Government guidance is based on their findings that:   * severity of disease in children – there is high scientific confidence that children of all ages have less severe symptoms than adults if they contract coronavirus * the age of children – there is moderately high scientific confidence that younger children are less likely to become unwell if infected with coronavirus * numbers of children going back – which needs to be limited initially then increased gradually as the science permits * systems to reduce the size of the groups coming into contact with each other – such as smaller class sizes spread out across settings   **All Headteachers must have completed a Manager’s Checklist** <http://intranet.bcc.lan/ccm/content/articles/people/health-wellbeing-work/managers-checklist-covid-19.en>  and returned this to the Safety Health and Wellbeing Team, read and disseminated the guidance from BCC and used the dynamic risk assessment template for home visits.  **All schools should have completed Bristol City Council CHaSMS.** All changes and risk assessments should be Equality Impact Assessed and proper consideration should be given for protected characteristics.    All pupils and their parents/ carers will need to be informed and reassured of the measures in place to control the possibility of infection with or transmission of Covid-19. The changes implemented should be Equality Impact Assessed and proper consideration given for protected characteristics.  **IMPORTANT: If you or someone in your home has a symptoms of Covid-19 ( high temperature or a new, continuous cough) STAY AT HOME and CALL 111 or** <https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/>  **SECTION 1- Identifying Hazards and Existing Precautions** | | | | | | |
| What is the **Task/Activity**  or  **Workplace Environment** You Are Assessing? | What **Hazards**  Are Present or May Be  Generated? | Who is **affected** or **exposed** to hazards? | What is the **Potential Severity of Harm**  *(Risk Rating Matrix Table 1)?* | What **Precautions** are Already in Place to Either Eliminate or Reduce The Risk of an Accident Happening  **(Existing Controls)?** | What is the **Likelihood of harm** occurring?  *(Risk Rating Matrix Table 1)?* | What is The  **Risk Rating**  *(See* **Note** *Below & Risk Rating Matrix*  *Table 2)* |
| School buildings | Buildings and systems e.g. heating & water systems not functioning safely after period of closure | Staff pupils, visitors | serious | Government guidelines <https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak> | possible | medium |
| Travel to and from schools | 1. Potential for infection with Covid-19 by being in close (under 2m) proximity to an infected person who projects virus through airborne droplet transmission (e.g. cough)or by transferring virus from a surface to inside body  2. Infecting others, as above | Staff, pupils, visitors | major | Existing Public Health England (PHE) /Government Guidance  <https://www.gov.uk/guidance/coronavirus-covid-19-uk-transport-and-travel-advice> | possible | high |
| Staffing allocation | As 1 and 2 above | Staff, pupils, visitors | major | Current DfE advice  <https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings> | possible | high |
| Poor hygiene | As 1 and 2 above | Staff, pupils, visitors | major | Existing good practices and Government advice  <https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>  Adults <https://coronavirusresources.phe.gov.uk/hand-hygiene/resources/>  Children <https://campaignresources.phe.gov.uk/schools> | possible | high |
| Access to and egress from buildings | As 1 and 2 above | Staff, pupils, visitors | major | Existing Public Health England (PHE) /Government Guidance on social distancing <https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings> | possible | high |
| Corridors | As 1 and 2 above | Staff, pupils, visitors | major | Existing Public Health England (PHE) /Government guidance as above | possible | high |
| Playgrounds/ outside areas | As 1 and 2 above | Staff, pupils, visitors | major | Existing Public Health England (PHE) /Government guidance as above | possible | high |
| Assemblies | As 1 and 2 above | Staff, pupils, visitors | major | Existing Public Health England (PHE) /Government guidance as above | possible | high |
| Dining areas | As 1 and 2 above | Staff, pupils, visitors | major | Existing Public Health England (PHE) /Government guidance as above | possible | high |
| Classrooms | As 1 and 2 above | Staff, pupils, visitors | major | Existing Public Health England (PHE) /Government guidance as above | possible | high |
| External providers, visitors and contractors | As 1 and 2 above | Staff, pupils, visitors | major | Existing Public Health England (PHE) /Government guidance as above  <https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers/closure-of-educational-settings-information-for-parents-and-carers> | Possible | high |
| Deliveries | As 1 and 2 above | staff |  | Existing Public Health England (PHE) /Government general guidance as above  <https://www.gov.uk/coronavirus>  <https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19> | possible | high |
| Cleaning | As 1 and 2 above | Staff, pupils, visitors | major | Existing Public Health England (PHE) /Government guidance as above  <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings> | possible | high |
| Use of Changing facilities, showers and drying rooms | As 1 and 2 above | Staff, pupils, visitors | major | <https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings> | possible | high |
| Discovery of (or by) a person with Covid-19 symptoms | As 1 and 2 above | Staff, pupils, visitors | major | <https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings> | possible | high |
| Emergency evacuations | As 1 and 2 above | Staff, pupils, visitors | major | Schools’ specific evacuation plan | possible | high |
| Altered teaching protocols/ curriculum | Stress | Teaching staff, pupils | major | Existing DfE guidelines  BCC EAP | possible | high |
| Working with pupils who are experiencing stress or trauma | Secondary and vicarious trauma: | All staff | major | BCC EAP | possible | high |
| **NOTE: If the risk rating is either High, Very High, Medium or Low proceed to section 2. If the risk rating is No Significant Risk no further action is required.** | | | | | | |

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| **Section 2 - ACTION PLAN - additional precautions** | | | | |
| **What is the Hazard You Need to Control?** | **What additional precautions do you need to either eliminate the risks or to reduce the risk to: at least the** MEDIUM RISK RATING **or ideally the** LOW RISK RATING. | **Who is Responsible For Implementing These Controls?** | **When Are These Controls to be Implemented (Date)?** | **When Were These Controls Implemented (Date)?** |
| Buildings and systems e.g. heating will not be functioning safely after period of closure | Government guidance  All systems should be checked: heating, water safety, CCTV, kitchen, fire alarm and safety systems, gas, security, ventilation, fire exits etc.  A deep clean will be needed following cleaning guidance. | Site staff/ Headteacher | Before date school re-opens for any people |  |
| Transmission of or infection with Covid-19 during travel to and from schools | Avoid use of public transport wherever possible  Where unavoidable follow PHE guidance <https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>  Consider providing additional parking or bike-racks | All staff and visitors | Date school re-opens for any people |  |
| Transmission of or infection with Covid-19 due to inappropriate staffing allocation | **Staffing allocation by Headteacher may need to be done on a daily basis and consider the following:**  Authorisation onto the school site will be by the Headteacher.    All staff (incl.PPA, Supply cover, peripatetic etc.) medical needs to be discussed with the  Headteacher prior to them entering the school. Contingency planning to be reviewed in the light of possible absence of  key staff e.g. caretaker/site manager  Staff must have read the risk assessment or school protocol for safe working in school and agree to adhere to it before  entering.  Staff to confirm if they plan to go into school and this will be confirmed by the Headteacher.  Suitable and sufficient provision must be made for the provision of first aid, physical intervention, emergency procedures response, etc.  Review positive handling strategies/policies (behaviour strategies/policies) where needed  It is accepted that social distancing cannot be maintained during the delivery of first aid, but physical contact should be kept to a minimum, and those administering first aid should wear PPE appropriate to the circumstances. Wash hands and ensure the affected area is cleaned upon completion  Staff to follow social distancing guidance in offices/staff rooms/close working in rooms etc.  There is an emphasis on ensure social distancing, therefore the smallest number of staff are allocated to a classroom – they are spread out across the school site and in classroom bases.  No lone working is permitted.  Staff to avoid the use of the staff room unless for individual use when using essential equipment  Staff to avoid non-essential trips within the buildings  Reduce maximum occupancy for lifts, provide hand sanitiser for the operation of lifts and encourage use of  Stairs  Avoid employees working face-to-face. Create opportunities to work side-by-side or facing away from each  other where possible  Use screens to create a physical barrier between people where appropriate i.e. protective screening for staff in  receptions or similar areas  Staggering break times to reduce pressure on the break rooms, using outside areas for breaks | Headteacher | Date school re-opens for any people |  |
| Transmission of or infection with Covid-19 due to poor hygiene | Maintenance of good hygiene is essential: Providing additional handwashing facilities will aid this. In addition A cleaning schedule will be implemented throughout the site, ensuring that contact points, e.g. work-surfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly.  **Good hygiene**  <https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>  Keep 2m away from others at all times. Minimum for children: My Personal Space (my outstretched arm) plus your Personal Space (your outstretched arm, not touching) equals social distance.  For short periods where 2m distance is not possible, e.g. giving first aid: fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained.  Washing/sanitising hands hourly Use soap and water for at least 20 seconds using hand washing technique to be adopted as directed by NHS guidance. Use alcohol-based hand sanitiser if soap and water is not available  Avoid touching hands to face but if necessary clean before and afterwards  Cover your cough or sneeze with a tissue then throw it in the bin. Have extra tissues available. If tissues cannot be reached in time cough into the crook of your arm.  Restrict the number of people using toilet facilities at any one time e.g. staff to supervise.  Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.  Sites may need extra supplies of soap, hand sanitiser and paper towels and these should be securely stored.  Talks will be carried out for all people on site, warning them of the risks posed by the virus as well as the control measures outlined in this assessment and from government guidance. This will include informing people of the known symptoms. | All staff and visitors |  |  |
| Transmission of or infection with Covid-19 due to congestion during access to and egress from buildings | Consider having one route for entering the building and separate one for exiting if possible  Consider staggered arrival times  **In reception areas**  Wash/sanitise hands on arrival and departure  Use automatic doors where available  Avoid having to touch surfaces where possible.  Keep number of visitors as low as possible.  Stagger arrival times and explain rationale.  Advise parents/carers of need to minimise numbers of people in building before school opens. Consider not allowing parents/carers beyond enclosed reception area.  Notices to inform of protocols, 2m distance, hand washing/sanitising etc.  All people should be required to stay on site once they have entered it and not leave site unless absolutely necessary during the day to minimise potential of transmission of Covid-19  Payments to schools should be taken by contactless methods wherever possible  Use screens to protect reception staff  Plan safe collection system for pupils to leave and for parents/carers at end of school sessions – e.g. staggered times for leaving /collection and demarcated designated waiting areas | All staff and visitors | Date school re-opens for any people |  |
| Transmission of or infection with Covid-19 due to corridor congestion | Use social distancing guidelines of 2m minimum distance between people.  Use visual reminders of the 2m distance e.g. on floors and walls  Use one-way circulation systems where possible  Consider staggered use of corridors | All staff | Date school re-opens for any people |  |
| Transmission of or infection with Covid-19 due to poor arrangements in dining Hall/ canteen congestion | .  Food and drink should only be consumed in dedicated facilities.  Break times should be staggered to reduce congestion and contact at all times.  Hand cleaning facilities or hand sanitiser should be available at the entrance of any room where people eat and should be used by all people when entering and leaving the area.  Where possible, all persons should be asked to bring pre-prepared meals and drinking bottles from home.  All persons should sit 2 metres apart from each other whilst eating and avoid all contact. Reconfigure seating to accommodate safe spacing.  Where catering is provided on site, it should provide pre-prepared and wrapped food only and where possible crockery, eating utensils, cups etc. should not be used.  (If, as a last resort behind providing pre-wrapped food, any cutlery is provided this should be handed out by staff wearing gloves or allocated separately to users and not provided in communal storage where users select their own.  Food displays should be protected against contamination by coughing, sneezing, etc.  Payments should be taken by contactless methods wherever possible.  Drinking water should be provided and enhanced cleaning measures of the tap mechanism introduced.  Tables and chairs should be cleaned between each use.  All rubbish and waste should be put straight in the bin by the user and not left for someone else to clear up.  All areas used for eating must be thoroughly cleaned at the end of each break and shift, including chairs, door handles, vending machines and payment devices.  **Staff Room**  Staff must clean surfaces and equipment used as they finish.  Time needed for staff to use staff rooms may be longer  Staff to have own cutlery etc. in staff room? Cleaning procedure for kettles fridges etc. | All staff | Date school re-opens for any people |  |
| Transmission of or infection with virus in playgrounds/ outside areas | As **a minimum** My Personal Space + your Personal Space (without touching) = social distance to be observed wherever possible.  Staggered use of outdoors and the spaces within is advisable. | All staff | Date school re-opens for any people |  |
| Transmission of or infection with Covid-19 due to congestion in assemblies | If it can be guaranteed that all people are observing 2m social distance smaller group assemblies can take place but consider streaming as an alternative. | All staff | Date school re-opens for any people |  |
| Transmission of or infection with Covid-19 due to classroom congestion | Staff are to maintain a safe distance between each other (2 metres). Children must be encouraged to do the same.  Limit the number of people in each room/area to follow social distancing guidance.  All persons are to wash their hands upon entering classrooms.  Strict hygiene rules to be implemented, all staff to be asked to do the following:  • Wash hands on entry.  • Use alcohol-based hand sanitiser.  • Wash hands every hour.  • Wash hands if face is touched (but avoid wherever possible and if needed wash hands first)  • All hand contact surfaces to be cleaned throughout the day.  Only use cleaning products supplied by the school.  Equipment: Ensure all equipment used is cleaned daily or more often when used.  Staff to staff interaction;  • staff should only complete activities which relate directly to their job descriptions **which cannot be** completed at home.  • Teachers may only complete tasks relating to the Teachers Standards **which cannot be** completed at home.  • No physical contact.  • No close contact activities (2 metre distance).  Activities and resources  • All resources to be cleaned after use (including computers). | All staff | Date school re-opens for any people |  |
| Transmission of or infection with Covid-19 by external providers, visitors and contractors | * Only contractors carrying out essential maintenance deemed necessary to the safe running of the school are to be allowed on site and will read and comply with signs in reception regarding good hygiene. * Staff and contractors are to maintain a safe distance between themselves and others (2 metres). * All contractors are to wash/sanitise their hands upon entering the site. * Strict hygiene rules to be implemented, all contractors are to be asked to do the following:   Wash hands on entry into individual work areas – or use alcohol-based hand sanitiser.  Repeat the hand washing/sanitising every hour.   * Site inductions are to be carried out following social distancing principles (2m separation).   The contractor is to notify the premises staff of all areas visited, in order that these can then be thoroughly cleaned. | All staff | Date school re-opens for any people |  |
| Transmission of or infection with Covid-19 during deliveries | Deliveries will need to be scheduled ringing ahead to warn of imminent arrival by drivers should be asked for  Drivers should wash or clean their hands before unloading goods and materials.  Drivers should leave packages in a safe place –school staff not to approach delivery staff  Hands are to be thoroughly washed after handling all deliveries or waste materials.  Waste to bags and containers - to be kept closed.  Waste collections to be made when the minimum number of people are on site (i.e. after normal opening hours). | All staff | Date school re-opens for any people |  |
| Transmission of or infection with Covid-19 due to inadequate cleaning | Continue to follow Government guidance.  Fixtures and fittings which are high-use will need frequent cleaning e.g. door handles, play equipment,  Regularly clean the hand washing facilities and check soap and sanitiser levels.  Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.  Sites may need extra supplies of soap, hand sanitiser and paper towels and these should be securely stored.  A cleaning schedule will be implemented throughout the site, ensuring that contact points, e.g. work-surfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly.  Cleaning protocol is as follows:   * Extra attention is to be given to frequently-touched areas and surfaces, e.g. doors, toilets, door handles, finger plates, phones, light switches and door fobs, lift button panels, window handles, taps, sinks, shared keyboards & mice, etc. * Classrooms to be cleaned in lunchbreaks * Hand towels and hand wash are to be checked and replaced as needed by the Site Manager and cleaning staff as appropriate * Enhance the cleaning regimes for toilet facilities, particularly door handles, locks and the toilet flush, etc. * Only cleaning products supplied by the school are to be used. * Bin liners should be used in all bins * Consider storage for staff clothes and bags * Consider washing premises staff uniforms on site rather than at home | All staff | Date school re-opens for any people |  |
| Transmission of or infection with Covid-19 during use of changing facilities/showers/drying rooms | Introduce staggered start and finish times to reduce congestion and contact at all times.  Introduce enhanced cleaning of all facilities throughout the day and at the end of each day.  Consider increasing the number or size of facilities available on site if possible.  Based on the size of each facility, determine how many people can use it at any one time to maintain a distance of two metres.  Provide suitable and sufficient rubbish bins in these areas with regular removal and disposal.  Bin liners should be used in all bins | All staff | Date school re-opens for any people |  |
| Transmission of or infection with Covid-19 during discovery of (or by) a person with Covid-19 symptoms | If a person displays symptoms - A high temperature or a persistent cough, they should:   * Notify the Headteacher immediately. * Avoid touching anything. * Go home immediately (Children accompanied by their parent, etc). * All other persons are to maintain a safe distance from affected individual. * If they need to cough or sneeze this should be into a tissue which is then put into a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow. * If the person is a child PPE should be worn by the adult supporting them as they await collection. A fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. * They must then follow the guidance on self-isolation and not return to school until their period of self-isolation has been completed. * Areas occupied and equipment used by the affected person are to be isolated for 72 hours, then thoroughly cleaned and disinfected.   <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>   * A note of all persons who the affected person has been in contact with is to be made, and these are to be monitored for symptoms throughout the following two weeks | All staff | Date school re-opens for any people |  |
| Transmission of or infection with Covid-19 during emergency evacuations | Emergency evacuations are to take place following social distancing principles as far as is reasonably practicable. At assembly areas a 2m separation must be observed. | All staff and visitors | Date school re-opens for any people |  |
| Stress | It should be recognised that all staff will be experiencing a higher than normal level of stress. Measures to control this should be considered according to the needs and the working practices of each school.  The curriculum will need revision. Teaching staff must be involved in the creation of processes and schemes of work which will enable children to return safely and to continue their learning. These must be realistic and holistic. Expectations will need to be different and a period of review of new practice (pedagogy) must be undertaken giving staff the opportunity to adapt and evaluate before formal assessment of their performance or assessments of children’s attainment begins. It should be noted that many routine activities will take more time to complete.  Schools should closely monitor the wellbeing of their pupils as they manage change and offer supports. Safeguarding concerns should be considered.  Schools should be closely monitoring the wellbeing of their staff, including leadership, particularly regarding anxiety, bereavement or stress and giving proper supports.  Staff should be reminded of the availability of Bristol City Council Employee Assistance Programme. 24/7, free, confidential, access for staff to a trained counsellor on 0800 111 6387. | All staff | Date school re-opens for any people |  |
| Secondary and Vicarious Trauma | Make relevant managers/staff aware of risks. Conduct training. Emphasise BCC EAP. | All staff | Date school re-opens for any people |  |

**RISK RATING MATRIX**

**(Notes To Aid Completion Of The Risk Assessment Format)**

**Table 1**

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| **Potential Severity of Harm** | **Meaning** | **Likelihood of Harm** | **Meaning** |
| **Fatal/Major Injury**  **Serious Injury**  **Minor Injury** | Death, major injuries or ill health causing long-term disability/absence from work.  Injuries or ill health causing short-term disability/absence from work (over three days)  Injuries or ill health causing no significant long-term effects and no significant absence from work | **High Likelihood**  **Possible**  **Improbable** | Occurs repeatedly / event only to be expected  Moderate chance/could occur sometimes  So unlikely that probability is close to zero |

**Table 2**

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| --- | --- | --- | --- |
| Risk Rating - Degree of Injury by Likelihood/Probability | | | |
|  | **High Likelihood** | **Possible** | **Improbable** |
| **Fatal/Major Injury** | **Very High Risk** | **High Risk** | **Medium Risk** |
| **Serious Injury** | **High Risk** | **Medium Risk** | **Low Risk** |
| **Minor Injury** | **Medium Risk** | **Low Risk** | **No Significant Risk** |