



Star

TEMPLATE HEALTH RISK ASSESSMENTS (PUPILS AND STAFF)

**CHECKS AND BALANCES:
RESPONDING TO COVID-19**

A toolkit to support leaders
as they reopen schools



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Introduction

The risk assessments consider the needs of individuals and groups of individuals with increased vulnerability to infection or poorer outcomes from COVID-19; and is in addition to operational risk assessments that the school has produced to prepare for reopening. Assessments should be undertaken in conjunction with the guidance on school reopening issued by the Department for Education and government and NHS guidance, as follows:

[Coronavirus \(COVID-19\) Collection: guidance for schools and other educational settings](#)
[Actions for educational and childcare settings to prepare for wider opening from 1 June 2020](#)
[Coronavirus \(COVID-19\): implementing protective measures in education and childcare settings](#)
[Actions for schools during the coronavirus outbreak](#)
[Coronavirus \(COVID-19\): implementing social distancing in education and childcare settings](#)
[Coronavirus \(COVID-19\): guidance for educational settings](#)
[COVID-19: cleaning in non-healthcare settings](#)
[Risk Reduction Framework for NHS Staff at risk of COVID-19 infection](#)
[Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19](#)
[People at higher risk from coronavirus](#)
[Advice on social distancing](#)

The following templates are available for use:

COVID-19: Pupil risk assessment – ‘increased vulnerability’ for detailing the risks at a **group level** for pupils which current evidence suggests have increased vulnerability to infection or poorer outcomes from COVID-19. This currently includes a BAME background (all ages), and males generally. Example control measures are detailed with a field to add specific establishment level controls.

COVID-19: Individual pupil risk assessment – ‘clinically vulnerable’ for detailing the risks at an **individual level** for those pupils who have a health condition that has been classified as ‘clinically vulnerable’ within NHS/government guidance and are advised to follow advice on social distancing. These pupils should study from home unless this is not an option, stringent social distancing measures are possible, and they are willing to return. Example control measures are detailed for consideration which should be tailored to the specific needs of the pupil and their learning environment. This risk assessment should be agreed with the pupil and their parents/carers prior to a return to school.

COVID-19: Workforce risk assessment – ‘increased vulnerability’ for detailing the risks at a **group level** for staff which current evidence suggests have increased vulnerability to infection or poorer outcomes from COVID-19. This currently includes a BAME background all ages but with increasing risks for those over 55 and also with co-morbidities; as well as White European ethnicity over 60 years of age and males generally. Example control measures are detailed with a field to add specific establishment level controls.

COVID-19: Individual staff risk assessment – ‘clinically vulnerable’ and ‘increased vulnerability’ (higher risk contact roles) for detailing the risks at an **individual level** for those staff who have a health condition that has been classified as ‘clinically vulnerable’ within NHS/government guidance and are advised to follow advice on social distancing. These staff should work from home unless this is not an option, stringent social distancing measures are possible, and they are willing to return. It can also be used if a member of staff declares a cumulative number of ‘increased vulnerability’ risk and they have a higher risk contact job role. Example control measures are detailed for consideration which should be tailored to the specific needs of the member of staff and their job role/working

Template health risk assessments (pupils and staff)

environment. This risk assessment should be agreed with the member of staff prior to a return to school.

COVID-19: Individual staff risk assessment – ‘expression of concern’ for detailing the risks at an **individual level** for staff who have expressed concerns about their safety or wellbeing, or wellbeing of those they live with when asked to return to the workplace. This risk assessment is not for use for staff in the ‘extremely clinically vulnerable’ category who should remain working from home, or the ‘clinically vulnerable’ category who should complete a separate risk assessment. This risk assessment will allow you to identify and explore these concerns and consider if workplace adjustments are required.

COVID-19: Pupil risk assessment – ‘increased vulnerability’

School name:	Click here to enter text.	Assessment conducted by – name:	Click here to enter text.
Covered by this assessment:	Pupils which current evidence suggests have increased vulnerability	Assessment conducted by – job title:	Click here to enter text.

Assessment date:	Click or tap to enter a date.	Review interval:	Click here to enter text.	Date of next review:	Click or tap to enter a date.
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Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
<p>Pupil groups, which current evidence suggests, have increased vulnerability to infection or poorer outcomes from COVID-19:</p> <p>BAME background - All Ages</p> <p>Males</p>	Medium	<ul style="list-style-type: none"> • Current government guidance is being applied. • Provisions made within Operational Risk Assessment for school reopening. • School has an updated register of pupils with underlying health conditions. • Parents/carers of pupils with underlying health conditions have been asked to seek and act on the advice of their GP/consultant/midwife or current government advice. • Parents/carers of pupils are clear about the definitions and associated mitigating strategies in relation to people who are classed as clinically vulnerable and clinically extremely vulnerable. • Amendments to school estate and daily routines to enable social distancing measures. • Full use is made of testing to inform self-isolation to minimise transmission. • An enhanced cleaning plan is agreed and implemented which minimises the spread of infection. • Emphasis on frequent handwashing and provision of hand sanitiser in key areas. • PPE provision and guidance for those staff that are required to wear due to their role. • There is access to designated staff for all pupils who wish to talk to someone about wellbeing/mental health. • Resources/websites to support the mental health of pupils are provided. • Pupils who are ‘clinically vulnerable’ will have a ‘COVID19 - Individual pupil risk assessment’. This is completed in liaison with the school nurse or medical professional involved with the child or family. <p>Settings to add any site-specific arrangements</p> <ul style="list-style-type: none"> • Click here to enter text. 	Choose an item.	<ul style="list-style-type: none"> • Click here to enter text. 	Choose an item.

COVID-19: Individual pupil risk assessment – ‘clinically vulnerable’

School name:	Click here to enter text.	Assessment conducted by – name:	Click here to enter text.
Pupil name:	Click here to enter text.	Assessment conducted by – job title:	Click here to enter text.
Pupil class reference:	Click here to enter text.	Assessment date:	Click or tap to enter a date.

Review interval:	Click here to enter text.	Date of next review:	Click or tap to enter a date.
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Risk category	Specific risk details	Control measures already in place	Agreed action - additional control measures	Responsibility for delivery Name	Date agreed for implementation Prior to return to work	Complete
Choose an item.	Click here to enter text.	<ul style="list-style-type: none"> • Current government guidance is being applied. • Provisions made within Operational Risk Assessment for school reopening. • School has a regularly updated register of pupils with underlying health conditions. • Parents of pupils with underlying health conditions have been asked to seek and act on the advice of their GP/consultant/midwife or current government advice. • Parents of pupils are clear about the definitions and associated mitigating strategies in relation to people who are classed as clinically vulnerable and clinically extremely vulnerable. • Amendments to school estate and daily routines to enable social distancing measures. • Full use is made of testing to inform self-isolation to minimise transmission. • An enhanced cleaning plan is agreed and implemented which minimises the spread of infection. 	<p><i>Examples:</i></p> <ul style="list-style-type: none"> - Undertake study from home. - Supporting staff have Increased provision of PPE to above guidance level (state items).. - Work within defined separated area with reduced interactions <p>1. Click here to enter text.</p>	Click here to enter text.	Click or tap to enter a date.	<input type="checkbox"/>

Template health risk assessments (pupils and staff)

Risk category	Specific risk details	Control measures already in place	Agreed action - additional control measures	Responsibility for delivery <i>Name</i>	Date agreed for implementation <i>Prior to return to work</i>	Complete
		<ul style="list-style-type: none"> • Emphasis on frequent handwashing and provision of hand sanitisers in key areas. • PPE provision and guidance for those staff that are required to wear due to their role. • There is access to designated staff for all pupils who wish to talk to someone about wellbeing/mental health. • Resources/websites to support the mental health of pupils are provided. • Pupils who are 'clinically vulnerable' will have a 'COVID19 - Individual pupil risk assessment'. This is completed in liaison with the school nurse or medical professional involved with the child or family. 				
		<p>Settings to add any site-specific arrangements</p> <ul style="list-style-type: none"> • Click here to enter text. 				

Parent / carer signature of agreement:

School signature of agreement:

COVID-19: Workforce risk assessment – ‘increased vulnerability’

School name:	Click here to enter text.	Assessment conducted by – name:	Click here to enter text.
Covered by this assessment:	Staff which current evidence suggests have increased vulnerability	Assessment conducted by – job title:	Click here to enter text.

Assessment date:	Click or tap to enter a date.	Review interval:	Click here to enter text.	Date of next review:	Click or tap to enter a date.
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Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
<p>Staff groups, which current evidence suggests, have increased vulnerability to infection or poorer outcomes from COVID-19:</p> <p>BAME background - All ages - Over 55s - Over 55s with co-morbidities</p> <p>White European ethnicity - Over 60s</p> <p>Males</p>	Medium	<ul style="list-style-type: none"> • Current government guidance is being applied. • Provisions made within Toolkit Operational Risk Assessment for school reopening. • All members of staff with underlying health issues, those within vulnerable groups or who are shielding have been instructed to make their condition or circumstances known to the school. Records are kept of this and regularly updated. • Members of staff with underlying health conditions have been asked to seek and act on the advice of their GP/consultant/midwife or current government advice. • Staff are clear about the definitions and associated mitigating strategies in relation to people who are classed as clinically vulnerable and clinically extremely vulnerable. • Amendments to school estate and daily routines to enable social distancing measures. • Full use is made of testing to inform self-isolation to minimise transmission. • An enhanced cleaning plan is agreed and implemented which minimises the spread of infection. • Emphasis on frequent handwashing and provision of hand sanitisers in key areas. • PPE provision and guidance for those staff that are required to wear due to their role. • Line managers are proactive in discussing wellbeing with the staff that they manage, to support the resolution of any work place anxieties. • Staff briefings and training on wellbeing with signposting to useful websites and resources. 	Choose an item.	<ul style="list-style-type: none"> • Click here to enter text. 	Choose an item.

Template health risk assessments (pupils and staff)

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
		<ul style="list-style-type: none"> Staff within higher risk contact roles (i.e. personal SEND support), with cumulative 'increased vulnerability' and who are 'clinically vulnerable', will have a 'COVID19 - Individual staff risk assessment'. <p>Settings to add any site-specific arrangements</p> <ul style="list-style-type: none"> Click here to enter text. 			

COVID-19: Individual staff risk assessment – ‘clinically vulnerable’ and ‘increased vulnerability’ (higher risk contact roles)

School name:	Click here to enter text.	Assessment conducted by – name:	Click here to enter text.
Staff Name:	Click here to enter text.	Assessment conducted by – job title:	Click here to enter text.
Staff job title:	Click here to enter text.	Assessment date:	Click or tap to enter a date.

Review interval:	Click here to enter text.	Date of next review:	Click or tap to enter a date.
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Risk category	Specific risk details	Control measures already in place	Agreed action - additional control measures	Responsibility for delivery <i>Name</i>	Date agreed for implementation <i>Prior to return to work</i>	Complete
Choose an item.	Click here to enter text.	<ul style="list-style-type: none"> Current government guidance is being applied. Provisions made within Toolkit Operational Risk Assessment for school reopening. All members of staff with underlying health issues, those within vulnerable groups or who are shielding have been instructed to make their condition or circumstances known to the school. Records are kept of this and regularly updated. Members of staff with underlying health conditions have been asked to seek and act on the advice of their GP/consultant/midwife or current government advice. Staff are clear about the definitions and associated mitigating strategies in relation to people who are classed as clinically vulnerable and clinically extremely vulnerable. Amendments to school estate and daily routines to enable social distancing measures. 	<p><i>Examples:</i></p> <ul style="list-style-type: none"> Undertake role remotely from home (i.e. support pupils studying at home) Amended job role to lower contact-risk environment Increased provision of PPE to above guidance level (state items) Work within defined separated work area with reduced interaction Referral to Occupational Health services <p>1. Click here to enter text.</p>	Click here to enter text.	Click or tap to enter a date.	<input type="checkbox"/>

Template health risk assessments (pupils and staff)

Risk category	Specific risk details	Control measures already in place	Agreed action - additional control measures	Responsibility for delivery <i>Name</i>	Date agreed for implementation <i>Prior to return to work</i>	Complete
		<ul style="list-style-type: none"> • Full use is made of testing to inform self-isolation to minimise transmission. • An enhanced cleaning plan is agreed and implemented which minimises the spread of infection. • Emphasis on frequent handwashing and provision of hand sanitisers in key areas. • PPE provision and guidance for those staff that are required to wear due to their role. • Line managers are proactive in discussing wellbeing with the staff that they manage, to support the resolution of any work place anxieties. • Staff briefings and training on wellbeing with signposting to useful websites and resources. • Staff within higher risk contact roles (i.e. personal SEND support), with cumulative 'increased vulnerability' and who are 'clinically vulnerable', will have a 'COVID19 - Individual staff risk assessment'. <div style="background-color: #cccccc; padding: 2px;">Settings to add any site-specific arrangements</div> <ul style="list-style-type: none"> • Click here to enter text. 				

Staff signature of agreement:	
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School signature of agreement:	
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COVID-19: Individual staff risk assessment – ‘expression of concern’

School name:	Click here to enter text.	Assessment conducted by – name:	Click here to enter text.
Staff name:	Click here to enter text.	Assessment conducted by – job title:	Click here to enter text.
Staff job title:	Click here to enter text.	Assessment date:	Click or tap to enter a date.

Identification of hazards and risks
Working environment
Workplace and details of work areas e.g. classroom, service user's home, work vehicle, etc. Click here to enter text.
Medical condition(s) and key safety concerns raised by the employee
Details of the health/medical condition(s) or safety concern(s) including who is considered to be at risk e.g. the employee, a member of the employee's household, etc. Click here to enter text.
For medical conditions only:
Is there a diagnosed condition? If so, for how long has the employee had the condition? Click here to enter text.
Was this health/medical condition declared prior to the COVID-19 pandemic? If No, please explain why. Click here to enter text.
Is any treatment required for the condition? If yes, provide details of whether a GP or consultant is involved in providing the treatment etc. Click here to enter text.
What level of management does the employee have over their condition e.g. self-controlled with or without medication? Click here to enter text.
If medication is taken to manage the condition, is access to their medication required during the working day and how will this be safely managed in the workplace? Click here to enter text.
Side effects from the medication that may affect the employee's ability to undertake work tasks e.g. effects on concentration, cognitive ability or significant fatigue Click here to enter text.
Does the employee have any specific safety concerns with regard to the tasks they are required to carry out? If yes, please provide details. Click here to enter text.
Does the employee have any specific safety concerns with regard to the workplace environment? If yes, please provide details. Click here to enter text.
Does the employee have specific safety concerns with regard to travelling to the workplace? If yes, please provide details. Click here to enter text.
What are the proposed working hours and days? Click here to enter text.
Can the work be carried out effectively from another location? Yes or No? If yes, provide details. Click here to enter text.

Template health risk assessments (pupils and staff)

EMPLOYEE'S MAIN DUTIES

Use the checklist below to identify the employee's work tasks and other factors that may put the employee, or anyone else, at risk due to the nature of their health/medical condition or safety concern. Please note the checklist is not exhaustive and the tasks listed should be changed or added to, as necessary.

Identify the employee's work tasks or other work factors that may require additional consideration by putting a tick (✓) in the box next to those applicable.							
<input type="checkbox"/>	Agile working	<input type="checkbox"/>	DSE - display screen equipment	<input type="checkbox"/>	Emergency evacuation arrangements	<input type="checkbox"/>	Stress at work
<input type="checkbox"/>	COSHH – using or being exposed to substances harmful to health	<input type="checkbox"/>	Home visits	<input type="checkbox"/>	Working in a classroom environment	<input type="checkbox"/>	Supervising pupils in the playground/outdoor areas
<input type="checkbox"/>	Confined space work	<input type="checkbox"/>	Working in close proximity to others where social distancing is not possible	<input type="checkbox"/>	Lone working	<input type="checkbox"/>	Working with machinery or other equipment
<input type="checkbox"/>	Driving at work or working in vehicles	<input type="checkbox"/>	Working in infection high risk areas (Washrooms etc.)	<input type="checkbox"/>	Manual handling	<input type="checkbox"/>	Working outdoors
<input type="checkbox"/>	Working in an office	<input type="checkbox"/>	Click here to enter text.	<input type="checkbox"/>	Click here to enter text.	<input type="checkbox"/>	Click here to enter text.

ACTION

After considering the information provided:

- are there any reasonable adjustments that can be identified and implemented to support the employee in the workplace, including the use of PPE if appropriate?
- are there any safety measures or precautions that the employee can take themselves?

If yes, please provide details in the table below. A number of measures have been implemented within the workplace in line with government advice to control the risks from COVID-19. These measures may not be noted in this particular assessment as they are noted within other risk assessments.

Identify any additional control measures to be implemented	To be implemented:	
	By whom	By when
Click here to enter text.	Click here to enter text.	Click or tap to enter a date.
Click here to enter text.	Click here to enter text.	Click or tap to enter a date.
Click here to enter text.	Click here to enter text.	Click or tap to enter a date.

Any further comments?

Click here to enter text.

Occupational Health

Is a referral to OH required? Choose an item.

If yes, please discuss this with the employee providing your reasons for the OH referral, telling them what will be included in the referral and any questions that you intend to raise. You will need to agree any additional questions with the employee. If referring to OH, a copy of this risk assessment MUST be included with the referral.