



Star

TEMPLATE HEALTH AND SAFETY RISK ASSESSMENT

CHECKS AND BALANCES: RESPONDING TO COVID-19

A toolkit to support leaders
as they reopen schools



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COVID-19: Generic Health and safety risk assessment

Please note: this risk assessment should be undertaken in conjunction with the guidance on school reopening issued by the Department for Education as follows:

[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](#)

School name:	Click here to enter text.	Assessment conducted by – name:	Click here to enter text.
Covered by this assessment:	Star staff, pupils, contractors, visitors, volunteers, vulnerable people	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.

Note: Risks assessments must be reviewed quarterly, whenever there is a significant change in the activity and following any incident. Risk assessments must be retained for a period of 6 years.

Related documents	
Trust/Local Authority documents:	Government guidance: 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 Safe working in education, childcare and children's social care Coronavirus (COVID-19) Collection: guidance for schools and other educational settings Actions for schools during the coronavirus outbreak Coronavirus (COVID-19): guidance for educational settings COVID-19: cleaning in non-healthcare settings

Risk matrix

Risk rating High (H), Medium (M), Low (L)		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	Major: Causes major physical injury, harm or ill-health.	H	H	H
	Severe: Causes physical injury or illness requiring first aid.	H	M	L
	Minor: Causes physical or emotional discomfort.	M	L	L

Template health and safety risk assessment

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Infection control						
Spread of COVID-19 due to poor hygiene control	H	<ul style="list-style-type: none"> • Current government guidance is being applied. • Schedule for handwashing for pupils is agreed, taking into account the need to maintain social distancing. (As a minimum, this includes handwashing on arrival at school, before and after eating lunch, each time after using the toilet and on departure from school. Pupils should also wash their hands immediately after coughing or sneezing) • Expectations of handwashing are established for all adults on site. • Handwashing stations have been purchased, where necessary. • Handwashing techniques are taught to all pupils. • Where necessary, pupils are supervised to ensure correct hand washing procedures. • Signage is installed to promote handwashing. • Regular checking of soap dispensers and hand towels within classrooms/toilets is scheduled to ensure supply is maintained throughout the day. • Stocks of soap and hand towels are monitored on a daily basis and timely orders placed for replenishment. • Hand sanitiser dispensers are provided around school in key areas (e.g. reception, dining hall, entrances/exits, classrooms). Hand sanitiser is to be used in addition to hand washing procedures. • Disinfectant wipes are readily available in key areas • Signage is in place to remind pupils and adults not to share food, drink or eating utensils. • Workbooks and stationery items are distributed to named pupils. They are labelled and stored separately. • Where possible, soft/fabric toys/resources are removed. • Pupils have been informed that they must not bring equipment into school from home or take equipment away. • Any work completed by pupils on paper must be handled safely by receiving staff, using gloves and washing hands after handling, and quarantined for a minimum of three days before being marked. Materials from different bubbles must not be mixed. 	Y	<p><i>Examples</i></p> <ul style="list-style-type: none"> • Additional cleaning staff employed during the day to ensure enhanced cleaning is in place during the COVID-19 outbreak. • Relaxing rules on uniform/formal dress to help enable pupils and staff to wear newly washed clothes every day. 	Y	L

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		<ul style="list-style-type: none"> • Equipment/resources should not be shared by pupils. Where this is not possible, the resources are cleaned and disinfected with products that are safe to use in a school setting (e.g. with soap and water/ disinfectant) before being allocated to different pupils. This process must be repeated on every occasion before resources are re-allocated. • A return to work cleaning plan has been agreed with staff and any third-party cleaning contractors. • All cleaning staff have received thorough training and briefing. • Regular cleaning is scheduled throughout the day paying particular attention to frequently touched areas and surfaces, such as toilets, grab-rails in corridors and stairwells, door handles, chairs, desks, shared keyboards, mice and telephones, shared learning resources and toys. • Additional cleaning in communal areas takes place between each group occupancy (chairs and tables wiped) and in any location immediately after lunch has been consumed. • Sufficient bins are located throughout the school and are emptied regularly during the day. • Any areas that have been visited by someone with a suspected or confirmed case of COVID-19 are thoroughly disinfected as soon as that person has departed. The need for deep cleaning to take place should be assessed. • All staff, pupils and parents have been thoroughly briefed on hygiene procedures. 				
<p>Maintaining effective social distancing to prevent spread of COVID-19</p>		<ul style="list-style-type: none"> • Current government guidance is being applied. • Expectations of social distancing are established and communicated to all staff and relevant pupils before school reopens. • Staff and pupils are regularly reminded about social distancing. • Clear social distancing signage is in place throughout the school. • The number of pupils who can attend the premises on any given day is limited, and will be determined by the availability of teachers and other staff: the ability to ensure that social distancing requirements can be maintained at all times; the availability of appropriate transport arrangements; and the suitability of activities to be undertaken. 		<p><i>Examples</i></p> <ul style="list-style-type: none"> • Consider additional arrangements, e.g. staggering lunch times, delivering grab bags to classrooms, arranging for pupils to eat in classrooms • If required designate an additional room/classroom adjacent to reception for isolating pupils with suspected COVID-19 whilst collection is arranged. 		

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		<ul style="list-style-type: none"> • Class sizes and timetables/staffing have been amended to minimise movement around school and allow for reduced numbers in each classroom (no more than 15 pupils in each room, and less if at all possible). • Arrangements have been made for assigned pupils and staff only to mix in their small, consistent group or 'bubble'. • Timetabling and designation of spaces has been undertaken carefully to ensure that bubbles do not overlap. • Supervision and staggering of break times prevents pupils from different bubbles from mixing in toilets. • Arrangements for the provision of PPA do not undermine the integrity of any bubble. • Classrooms have been remodelled so that furniture arrangements support social distancing. Spare chairs and desks have been removed. • Classrooms are well-ventilated. • Outdoor learning is incorporated into the curriculum where possible, although outdoor play equipment must not be used without thorough cleaning between usage of pupils from different 'bubbles'. • Floor markings clearly demarcate social distancing measures in areas where queues may form (e.g. dining room, corridors, reception). • On-site staff meetings, congregational assemblies and other large gatherings are cancelled. • Signage is in place to deter parents from gathering at the school gate. • Restrictions are placed on the number of staff using staff rooms and communal working spaces at any one time. • Arrangements are put in place in kitchens to remind staff of the need to work separately from each other. • Increased supervision levels for younger pupils support social distancing during lessons and at social times. • Access to toilets is planned and managed to avoid large groups/queues from forming. • Activities that involve shared resources/equipment are avoided. • Where possible, one-way systems are implemented for circulation. Routes are clearly marked with appropriate signage. 				

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		<ul style="list-style-type: none"> • Appropriate signage and floor markings are in place to protect reception staff so that they can remain at a distance of 2m from any visitors. Where possible, they are further protected by screens. • Dining area layouts are configured to ensure separation of diners. Tables/chairs are cordoned off where distancing is not possible. • Breaks are staggered (where necessary) and designated areas are used by particular groups of pupils during social times (both inside and outside the building). • Pupil behaviour policy has been reviewed and updated in light of social distancing with clear sanctions in place for anyone ignoring or deliberately flouting the rules, including exclusion where required. • Senior management closely monitor compliance with social distancing and adjust procedures where necessary. 				
<p>Exposure from others due to: (a) Staff/pupils or their family members with symptoms (b) Member of staff or pupil with suspected COVID-19 symptoms in school (c) Staff/pupils or their family members testing positive for COVID-19</p>		<ul style="list-style-type: none"> • Current government guidance is being applied. • Staff, pupils and parents have been briefed regarding the need to self-isolate with symptoms or if anyone in household has symptoms. • Procedures are in place to ensure that staff, pupils or visitors do not enter the school if: they have COVID-19 symptoms/ live with someone who has COVID-19 symptoms / have been told to self-isolate by a healthcare professional or alerted the government's contact tracing app (if and when implemented). • Any staff/pupils who become unwell at school must be isolated immediately and sent home as soon as possible. • A room and separate toilet have been designated to accommodate any suspected case whilst they are waiting to be collected. Additional spaces have been identified in the event of multiple simultaneous cases arising. • Arrangements are in place for staff supervision of any pupil displaying COVID-19 symptoms. (2m distancing should be observed and where this is not possible, they should wear suitable PPE) • Staff and pupil absence related to COVID-19 is monitored and carefully tracked so that no pupils or staff are accepted back into school before the incubation timeline has elapsed. 		<ul style="list-style-type: none"> • 		

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		<ul style="list-style-type: none"> • Arrangements are in place to notify the Trust/Local Authority of any pupils or staff who test positive for COVID-19. • Pupils suspected of having COVID-19 will be sent home until confirmation of a test result is received or completion of isolation period. • All staff and pupils in a 'bubble' (e.g. their small class/working group) will be sent home in the event of a confirmed case to self-isolate for 14 days (families of staff/pupils without symptoms don't need to self-isolate unless the staff member/pupil develops symptoms). 				
Access to /egress from site		<ul style="list-style-type: none"> • Arrangements for dropping off and picking up pupils have been reviewed. Staggered arrivals/pick-ups have been scheduled. • Parents have been told to avoid getting out of cars where possible and to avoid congregating at the school entrance. • Staff, pupils and parents have been briefed regarding new arrangements, including staggered start/finish times. • Supervision supports the observation of social distancing rules when pupils get in and out of vehicles near the school entrance. • The number of entrances and exits to be used has been maximised. Separate managed entrances/exits are used for different groups. • Outside doors are used to access classrooms directly where these are available. • No non-essential visitors are admitted to school. • Procedure is in place for receptionist to check that no one enters the school who has COVID-19 symptoms or lives with someone who has COVID-19 symptoms. • Staff, where possible, use their ID badge to sign in hands-free. • If the signing in screen is used, the member of staff is directed to use hand sanitiser before and after using the touch screen. • The signing in touch screen is cleaned frequently with disinfectant wipes. • A dedicated waiting area and meeting room is made available for visitors, adjacent to reception where possible. 		<ul style="list-style-type: none"> • 		

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		<ul style="list-style-type: none"> • Protocols are agreed with transport provider(s) to reflect social distancing so that pupils do not sit next to each other on buses /in contracted taxis. • Recommendation is made to parents/pupils to avoid using public transport where possible. • Designated person(s) are assigned to receive deliveries. • Deliveries are managed effectively in a timely manner, with recipients adhering to social distancing. 				
Lack of / incorrect use of PPE or inappropriate disposal leading to increased risk of infection		<ul style="list-style-type: none"> • Guidance has been issued to staff around need for and how to put on and take off PPE correctly. • The need for PPE in some circumstances, such as providing intimate care, will be subject to a thorough individual risk assessment. • Adequate supplies of PPE are secured for staff where risk assessment identifies wearing of PPE is required. • Spill kits are available to be used when cleaning visible bodily fluids produced by a person with coronavirus (COVID-19) to reduce the risk of contamination. • Guidance has been issued regarding the correct disposal of PPE. • Staff will be provided with face masks if required. Gloves and aprons will also be available if required. 		<ul style="list-style-type: none"> • 		
Staff and pupil wellbeing						
Staff and pupils (or close family members), which current evidence suggests, have increased vulnerability to infection or poorer outcomes from COVID-19		<ul style="list-style-type: none"> • An audit has been undertaken to assess the vulnerability of staff (and close family members), including those who are extremely clinically vulnerable and clinically vulnerable. • An audit has been undertaken to assess the vulnerability of pupils (and close family members). • Staff and pupils who are extremely clinically vulnerable do not attend school. • Where at all possible, staff and pupils who are clinically vulnerable do not attend school. • Separate risk assessments have been undertaken for staff and pupils who are clinically vulnerable, or who have family members who are extremely clinically vulnerable and clinically vulnerable. • Appropriate steps have been put in place to support staff who are clinically vulnerable, including working from home where necessary. 		<ul style="list-style-type: none"> • 		

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		<ul style="list-style-type: none"> • Appropriate steps have been put in place to support pupils who are clinically vulnerable (respecting the medical advice sought by their parents). • Where stringent social distancing cannot be applied, any member of staff or pupil who lives with someone who is clinically extremely vulnerable does not attend school. Staff members in this category should work from home and pupils should continue distance learning. • Provision of support and individual risk assessments are put in place as necessary for individuals and groups in the school that are at increased risk from COVID-19 because of contextual factors (e.g. staff and pupils who are BAME, staff who are aged 55 or over). 				
Mental health concerns for staff and pupils due to COVID-19		<ul style="list-style-type: none"> • Wellbeing/mental health issues are discussed with pupils during PSHE/virtual assemblies and at other appropriate opportunities. • Age-appropriate websites/resources are provided for pupils. Staff direct pupils to these resources and are open to discussing them. • Staff are directed to useful websites and resources that they might find helpful themselves. • Line managers stay in touch regularly with staff and check that they are well. • Staff briefings and training focus on wellbeing, recognising the importance of their own wellbeing and that of their pupils. • Appropriate work plans are agreed with staff and support is provided where necessary. • Staff working from home help to provide remote learning for any pupils who are not at school. • Staff are considered as individuals and managed accordingly. • Wellbeing and work-life balance are promoted with all staff. • The school has access to trained staff who can deliver any bereavement counselling and support. 		<ul style="list-style-type: none"> • 		

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Operational issues						
Existing site maintenance regimes are not up to date and/or all systems are not operational		<ul style="list-style-type: none"> • Current government guidance is being applied. • All utilities and systems (including gas, heating, water supply, mechanical and electrical systems and catering equipment) have been re-commissioned before reopening as would have been the case after a long holiday period. • Where water systems have not been maintained in line with required schedules, they have been chlorinated, flushed and certified by a specialist contractor prior to reopening. • Pest control is being utilised where necessary. • A health and safety site inspection will take place prior to reopening. 		•		
Current policies and procedures have not been adapted/updated to take account of COVID-19 impact		<ul style="list-style-type: none"> • Existing policies and procedures have been updated/adapted to take account of COVID-19 impact. • Fire procedures have been reviewed and revised where required, e.g. due to: <ul style="list-style-type: none"> • reduced numbers of pupils/staff on site • possible absence of Fire Marshalls • social distancing rules during evacuation and at muster points • Staff and pupils have been briefed on any new evacuation procedures. • Incident controller and Fire Marshalls have been trained/ briefed appropriately. • A staff rota for additional Fire Marshalls has been drawn up to cover any absences. Any additional staff temporarily taking on the role have been briefed accordingly. 		•		
Third party contractors on-site whilst school is in operation may pose a risk to social distancing and infection control		<ul style="list-style-type: none"> • Assurances have been sought from the contractors that all staff attending the setting will be in good health (symptom free) and that contractors have procedures in place to ensure effective social distancing is maintained at all times. • In addition to arrangements for COVID-19, normal contractor procedures are being applied and have been updated in light of COVID-19 (including contractor risk assessments and method statements, and contractor induction) and these have been reviewed. 		•		

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Staff shortages due to absence may compromise operational safety		<ul style="list-style-type: none"> The health status and availability of every member of staff is regularly updated so that deployment can be planned. All SLT/senior staff members are briefed on each other's roles in order to avoid any single point of failure. Sufficient cover/supply staff are available. Roles have been reallocated to cover any critical functions where appropriate. Staff have appropriate competences and training to fulfil their roles. Staff have been trained /briefed across disciplines to avoid any single points of failure. There are sufficient qualified first aiders to cover the numbers of staff and pupils on site. 		•		
Additional site-specific issues						
		•		•		
		•		•		
		•		•		

Procedures in place (What are you already doing? Tick the supporting processes/guidance in place from Reopening Schools Toolkit)			
Operational risk assessment for school reopening		School reopening plan	
Estates and facilities remobilisation checklist (Guidance on Estates and Facilities Management)		Safeguarding risk assessments (vulnerable pupils and staff)	
Cleaning schedule (Guidance on Estates and Facilities Management)		Guidance on supporting children with SEND	
Remobilisation checklists for catering staff (Guidance on Catering Services)		Guidance on supporting children in EYFS	
Reopening HSE checklist (Guidance on Catering Services)		Equality impact assessment	
Guidance for the use of personal protective equipment		Health risk assessment (pupils and staff)	