Coronavirus risk assessment

St John's CE (A) Primary School

Assessment conducted by: M Rizk/S Barnes	Job title: Headteacher/Bursar	Covered by this assessment: **staff**, **governors**, **parents**, **volunteers** and **visitors**.
Date of assessment: 17th March 2020	Review interval: **as appropriate**	Date of next review: 13th April 2020

Related documents
[Updated] Infection Control Policy, Ill Health and Infectious Disease Risk Assessment, First Aid Policy, Exam Contingency Plan, Business Continuity Plan, Supporting Pupils with Medical Conditions Policy, COSHH Policy, Administering Medication Policy, Pupil Confidentiality Policy, Staff and Volunteer Confidentiality Policy, Records Management Policy, Data Protection Policy, Security Policy, Behavioural Policy, Staff Code of Conduct.

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

For the purpose of this risk assessment, we have used the term 'coronavirus' to refer to coronavirus disease 2019 (COVID-19). Schools need to ensure this risk assessment reflects local arrangements and should not close unless advised to do so.

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Risk rating following action H/M/L
Awareness of policies and procedures	**H**	• All staff, pupils, parents, governors, visitors and volunteers are aware of all relevant policies and procedures including, but not limited to, the following: - **Health and Safety Policy** - **Infection Control Policy** - **First Aid Policy** • All staff have regard to all relevant guidance and legislation including, but not limited to, the following: - The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 - The Health Protection (Notification) Regulations 2010 - Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities' - DfE and PHE (2020) 'COVID-19: guidance for educational settings' • The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training. • The school keeps up-to-date with advice issued by, but not limited to, the following: - DfE - NHS - Department for Health and Social Care - PHE - The school's local health protection team (HPT) • Staff are made aware of the school's infection control procedures in relation to coronavirus via **email** and contact the school as soon as possible if they believe they may have been exposed to coronavirus.	**Yes**	**Headteacher**	**M**

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Risk rating following action H/M/L
		• Parents are made aware of the school's infection control procedures in relation to coronavirus via **letter** – they are informed that they must contact the school as soon as possible if they believe their child has been exposed to coronavirus.			
Poor hygiene practice	H	• Posters are displayed throughout the school reminding pupils, staff and visitors to wash their hands, e.g. before entering and leaving the school. • Pupils, staff and visitors are encouraged to wash their hands with soap or alcohol-based sanitiser (that contains no less than 60 percent alcohol) and follow infection control procedures in accordance with the DfE and PHE's guidance. • Sufficient amounts of soap (or hand sanitiser where applicable), clean water and paper towels are supplied in all toilets and kitchen areas. • Bar soap is not used, in line with the **Infection Control Policy** – liquid soap dispensers are installed and used instead. • Pupils are supervised by staff when washing their hands to ensure it is done correctly, where necessary. • Pupils are discouraged from sharing cutlery, cups or food. • All cutlery and cups are thoroughly cleaned before and after use. • Cleaners to carry out daily, thorough cleaning that follows national guidance and is compliant with the **COSHH Policy** and the **Health and Safety Policy**.	Yes	Headteacher	M
Ill health	H	• Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing and high temperature, and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus.	Yes	Headteacher	M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Risk rating following action H/M/L
		• The parents of unwell pupils are informed as soon as possible of the situation by a relevant member of staff. • Where contact with a pupil's parents cannot be made, appropriate procedures are followed in accordance with those outlined in governmental guidance and the **Infection Control Policy.** • Unwell pupils who are waiting to go home are kept in an area where they can be at least two metres away from others. • Areas used by unwell staff and pupils who need to go home are appropriately cleaned once vacated. • If unwell pupils and staff are waiting to go home, they are instructed to use different toilets to the rest of the school to minimise the spread of infection. • Any pupils who display signs of infection are taken home immediately, or as soon as practicable, by their parents – the parents are advised to contact NHS 111 immediately or call 999 if the pupil becomes seriously ill or their life is at risk. • Any members of staff who display signs of infection are sent home immediately and are advised to contact NHS 111 immediately or call 999 if they become seriously ill or their life is at risk. • Any medication given to ease the unwell individual's symptoms, e.g. paracetamol, is administered in accordance with the **Administering Medications Policy**.			
Spread of infection	H	• Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with the **Infection Control Policy**, using PPE at all times. • Parents are informed via **letter** not to bring their children to school or on the school premises if they show signs of being unwell and believe they have been exposed to coronavirus.	Yes	Headteacher	M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Risk rating following action H/M/L
		• Staff and pupils do not return to school before the minimum recommended exclusion period (or the 'self-isolation' period) has passed, in line with the **Infection Control Policy** and local and national guidance. • Pupils who are unwell are not taken on school trips or permitted to enter public areas used for teaching, e.g. swimming pools. • Parents notify the **Home School Link Worker** if their child has an impaired immune system or a medical condition that means they are vulnerable to infections. • The **Home School Link Worker**, in liaison with individuals' medical professionals where necessary, reviews the needs of pupils who are vulnerable to infections. • Any additional provisions for pupils who are vulnerable to infections are put in place by the **headteacher**, in liaison with the pupil's parents where necessary.			
Poor management of infectious diseases	H	• Everyone is instructed to monitor themselves and others and look out for similar symptoms if a pupil or staff member has been sent home with suspected coronavirus. • Staff are vigilant and report concerns about their own, a colleague's or a pupil's symptoms to the **Home School Link Worker**. • The school is consistent in its approach to the management of suspected and confirmed cases of coronavirus. • The **Home School Link Worker** is informed by pupils' parents when pupils return to school after having coronavirus – the **Home School Link Worker** informs the relevant staff. • Staff inform the **headteacher** when they plan to return to work after having coronavirus. • The **Business Operations Manager** monitors the cleaning standards of school cleaning contractors and discusses any	Yes	Headteacher	M

Last updated: 13 March 2020

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Risk rating following action H/M/L
		additional measures required with regards to managing the spread of coronavirus.			
Lack of communication	H	• The **Home School Link Worker** reports immediately to the **headteacher** about any cases of suspected coronavirus, even if they are unsure. • The **headteacher** contacts the local HPT immediately about any suspected cases of coronavirus, even if they are unsure, and discusses if any further action needs to be taken. • Schools put into place any actions or precautions advised by their local HPT. • Schools contact their local HPT for specific recommendations for their school, e.g. boarding schools. • Schools keep staff, pupils and parents adequately updated about any changes to infection control procedures as necessary.	Yes	Headteacher	M
Disruption to the running of the school and exams	H	• The school has an up-to-date **Exam Contingency Plan** in place – the plan is reviewed as necessary. • The school has an up-to-date **Business Continuity Plan** in place – the plan is reviewed as necessary. • The school adheres to and keeps up-to-date with the latest local and national advice about school closures – advice is sought from the local HPT or DfE helpline where required.	Yes	Headteacher	M
Preparing for a school closure	H	• The school communicates with parents via **letter and text message** as soon as possible about a school closure and the cancellation of any school trips or extra-curricular activities. • Pupils are informed via **assembly** about the school closure and what is expected of them should they need to work from home. • The **headteacher** puts a plan in place to manage staff workload in preparation for a school closure.	Yes	Headteacher	M

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Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Risk rating following action H/M/L
		• The **headteacher** puts a plan in place for pupils' continued education during a school closure to ensure there is minimal disruption to pupils' learning – this includes a plan to monitor pupils' learning while not in school. • The **Behavioural Policy** and **Staff Code of Conduct** are adhered to at all times, even while working remotely. • Communication lines are kept open between staff during a school closure – staff know to report to their line manager if there is an issue. • The **headteacher** ensures all pupils have access to school work and the necessary reading materials at home, prior to a school closure. • The **headteacher** works with the **ICT technicians** to ensure that all technology used is accessible to all pupils – alternative arrangements are put in place where required. • The **headteacher** liaises with the relevant organisations to ensure adequate provision is in place for all pupils to be able to work from home, e.g. learning support. • The **Business Operations Manager** arranges for the school to be deep cleaned in the event there is a school closure. • The school manages the use of parents' and pupils' contact details in line with the **Data Protection Policy** and **Records Management Policy**, e.g. collecting emails to send school work to the pupil.			
Vacant premises	H	• Access to the school is restricted – additional security is arranged and put in place in line with the **Security Policy**. • The **headteacher** and **site manager** remain on-call in case of an emergency or if access to the school is required. • External signage is visible to show that the school is closed and that access is restricted. • Valuable school property and equipment is identified and reasonable measures are in place to ensure security.	Yes	Headteacher	M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Risk rating following action H/M/L
		• The **site manager** ensures the school premises is safe to return to before school activity resumes. • Any hazards are reported to the **headteacher** as soon as possible and issues are resolved prior to staff and pupils returning to school. • The **headteacher** ensures the school reopens only when it is safe and advisable to do so, in line with local and national advice.			
Emergencies	H	• All staff and pupils' emergency contact details are up-to-date, including alternative emergency contact details, where required. • Pupils' parents are contacted as soon as practicable in the event of an emergency. • Staff and pupils' alternative contacts are contacted where their primary emergency contact cannot be contacted. • The school has an up-to-date **First Aid Policy** in place which outlines the management of medical emergencies – medical emergencies are managed in line with this policy.	Yes	Headteacher	M