

Implementing Protective Measures to Mitigate against Covid-19 Infection

Introduction.

This risk assessment template has been prepared to assist relevant duty holders in their effective management of the risk to people from Coronavirus (COVID-19). Duty holders should familiarise themselves with the most recent guidance published by the government before completing the risk assessment.

Overview

The risk assessment template draws on the guidance published by the [Health and Safety Executive](#), [Public Health England](#) and the [Department for Business, Energy & Industrial Strategy](#), in accordance with the 'COVID-19 secure' guidelines.

Context

Coronavirus COVID-19 may be present in minute water droplets that are expelled from the body through sneezing, coughing, talking and breathing. The virus can be transferred to the hands and from there to surfaces. It can survive on surfaces for a period after transfer (depending on such things as the surface type, its moisture content and temperature).

Most people infected with the virus experience disease with mild or moderate symptoms, however a significant minority become severely unwell requiring hospitalisation and for some people the disease is fatal.

The risk of serious disease and death are unevenly distributed, the population groups at increased risk are:- older people, people with pre-existing health conditions, men, people from BAME communities.

Basic Principles.

The control measures follow the basic principles outlined in the current advice provided by government around safe social distancing, hand and respiratory hygiene, self awareness of risk group (extremely vulnerable, vulnerable, general population) and of symptoms of high temperature and / or new continuous cough which require self isolation for the case and household contacts.

The Risk Assessment.

This document is intended to be a living document applicable for the duration as required.

It will therefore be subject to regular review and revision as change occurs and assessed needs direct in order to ensure its continued adequacy, in so far as it is reasonable practicable to do so. If events change on the day, dynamic assessment based upon professional judgement will direct the necessary additional control measures.

As an employer, you must protect people from harm. This includes taking reasonable steps to protect your workers and others from coronavirus. This is called a risk assessment and it'll help you manage risk and protect people.

You must:

- identify what work activity or situations might cause transmission of the virus
- think about who could be at risk
- decide how likely it is that someone could be exposed
- act to remove the activity or situation, or if this isn't possible, control the risk.

Consultation.

Relevant duty holders should consult with their workforce and trade union representatives as part of putting measures in place. Involving them promotes ownership and demonstrates that you take their health and safety seriously.

Prepared and Approved: April 2020. **Updated:** May 2020, July 2020, August 2020, September 2020 (v 2.2 and 2.3)

Risk Assessment	COVID-19 September re-opening arrangements	
School	Egglescliffe School	
Department:		
Section:		

Task/Activity:	Implementing Protective Measures to Mitigate against Covid-19 Infection
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Quality Assurance Check by Manager / Line Manager	D.Jolly	Date:	
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Activity to Manage	Current Control Measures	Additional Control Measures	Action by who?	Action by when?
System Control Prevention: 1) minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school	<ul style="list-style-type: none"> • People (or those of their household) showing symptoms should remain at home and self isolate. • If people become unwell and display symptoms in an education setting, they must be sent home and follow the advice found here. • PPE should be worn by staff caring for the child whilst they await collection, if a distance of 2 mts cannot be maintained. • If they require the use of toilet facilities whilst waiting to be collected, they should use a separate toilet, if possible, to all other students. • The facilities should be cleaned and disinfected using standard cleaning products before being used by other persons. • If a staff member has assisted someone who was displaying symptoms, they do not need to go home and self-isolate, unless they become unwell themselves or if the student subsequently tests positive for COVID-19. Hygiene standards apply (see hygiene section of this document). 	<ul style="list-style-type: none"> • All guidance issued to students, parents/carers and staff outlines this measure. • Signage displayed in school reception for visitors • Students displaying symptoms will be accommodated in separate first aid room (GT1) until they can be collected). This is a well ventilated room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. • If it not possible to isolate them, move the student to an area which is at least 2 meters away from other people. • During the event a cleaner will need to be available to respond to cleaning requirements should someone become ill with suspected COVID19. PPE requirements are disposable gloves and apron and if necessary eye, nose and mouth protection (depending upon the cleaning requirement). • The Trust have invested in a “Fogging machine”. Following a suspected or confirmed case of COVID19 this will be used to thoroughly disinfect GT01 and any other rooms which have been used by the infected person/s. • Disinfectant kits available in each classroom for emergency cleaning use, if required. COVID-19: Cleaning in health non-healthcare settings • Designated toilet identified for use by students who are displaying COVID-19 symptoms whilst waiting to be 	SLT Admin staff Premises team Wider staff-teaching and support	At all times alert to any member of school community with symptoms

Activity to Manage	Current Control Measures	Additional Control Measures	Action by who?	Action by when?
	<ul style="list-style-type: none"> The symptomatic student's class should be monitored by staff to ensure no other possible cases arise. Should the symptomatic person be a staff member, they must self-isolate and their class/classes, workstation, desk, chair and other frequently used items within the School should be cleansed. Where the staff member or student tests positive for COVID-19, the health protection team will be contacted. They will advise on other staff members or students that need to be sent home. Those sent home will be advised to self-isolate for 14 days, more information on confirmed cases actions can be found here. 	<p>collected. Arrangements for cleaning after this use in place.</p> <ul style="list-style-type: none"> Any sibling of a student who is to be sent home with symptoms will also be removed from the classroom and sent home, even if they are not showing symptoms. This is in line with Public Health advice on self-isolation within a household. 		
<p>System Control Prevention: 2) Use of face coverings in schools</p>	<ul style="list-style-type: none"> All students and staff to wear a face covering in communal areas and corridors. This includes stairwells, lunch queues, assemblies, sixth form common room and lining up for lessons. Masks can be removed in classrooms and dining areas but must be removed safely and reusable masks stored in a resealable plastic bag. Masks to be removed safely as students enter the classroom and hands sanitised on entry. 	<ul style="list-style-type: none"> A small number of students and staff may be exempt from wearing a mask and will not wear one in communal areas/corridors as per the DfE guidance. Optional for staff and students to wear a face covering at all times including in classrooms. A small supply of face coverings will be available in school for students and staff as a contingency measure. 	All staff on site	Communicated to Parents on 30 th August. Students informed in starts to year assembly on safe removal.
<p>System Control Prevention: 3) Clean hands more thoroughly than usual</p>	<ul style="list-style-type: none"> All persons are to wash their hands on arrival at the building, on entrance to each classroom, on exit from each classroom, before eating, after eating, after sneezing or coughing. Sufficient hand washing facilities are made readily available in toilet blocks with liquid soap dispensers, hand driers and ample supplies of paper towels. 	<ul style="list-style-type: none"> Communicate expectations to students, staff and parents/carers about cleaning and hygiene. Guidance on cleaning non-healthcare premises available here. Hand sanitiser station in each classroom-students to clean hands on entry and exit Frequent hand washing and drying – see guidance on hand cleaning. Hand sanitiser available in public areas such as main 	All staff on site to promote hand hygiene	Students informed in start of year assembly At all times to be reinforced

Activity to Manage	Current Control Measures	Additional Control Measures	Action by who?	Action by when?
	<ul style="list-style-type: none"> COVID-19 safety instruction signs are located throughout the school site 	<p>reception and student services, as well as offices.</p> <ul style="list-style-type: none"> Regular reminders to students on hand sanitising/hand cleaning Toilet and social areas will be monitored by staff to ensure social distancing and good hygiene is promoted. 		
<p>System control Prevention: 4) ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach</p>	<ul style="list-style-type: none"> Encourage pupils to improve their hygiene habits, use tissues to cough or sneeze into rather than using hands ("catch it, bin it, kill it") Persons encouraged not to touch their mouth, eyes and nose. 	<ul style="list-style-type: none"> Catch it, bin it, kill it posters displayed in each classroom and around the school site. Additional tissues available. Tissues available in each classroom Students advised to bring own pack of tissues to school Disinfectant kits available in each classroom for emergency cleaning use, if required. COVID-19: Cleaning in health non-healthcare settings 	<p>All staff on site</p> <p>Premises staff</p>	<p>Students informed in start of year assembly</p> <p>Regularly reinforced</p>

<p>System Control Prevention: 5) introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach</p>	<ul style="list-style-type: none"> Regularly touched surfaces should be cleaned regularly using bleach* or detergent / disinfectant, this will include touch screens, door handles, bannisters, desks, seats, light switches, toilets, sinks etc. See cleansing guidance. *Following manufacturer’s instructions. Where possible, all spaces should be well ventilated using natural ventilation. Additional cleaning staff employed during the school day to regularly clean touch points and high use public areas. The premises will be subject to an elevated cleansing regime focusing on contactable surfaces, door handles, handrails, tables and such like. Hand hygiene stations are provided throughout the school, with alcohol gel available in the circumstances where soap and water are unavailable. 	<ul style="list-style-type: none"> Further guidance on cleaning approaches available from Implementing Protective Measures in Education and Childcare Settings, available here. Each classroom to have a disinfectant kit to be used if an adult or child coughs or sneezes. Protective gloves and mask are part of this kit. Staff not to share utensils or cutlery in staffroom areas. 	<p>Premises staff Teaching staff</p>	<p>At regular intervals throughout the school day</p>
<p>System Control Prevention 6) minimise contact between individuals and maintain social distancing wherever possible</p>	<ul style="list-style-type: none"> Students to be placed in year group bubbles with interactions between year groups reduced. Sixth form (Year 12 and 13) to be one bubble due to shared facilities No mixed year groups assemblies to take place Mixed year group Houses now altered to be in single year groups. Year 7 and 8 classes to have restricted movement around the school site to reduce amount of students moving at lesson changeover to limit interactions between bubbles. Year 7 and 8 zoned for most lesson (only to move for specialist subjects) Students advised to bring own equipment to school, where possible. 	<ul style="list-style-type: none"> Two entrances operated for Year 7 to 11 and Sixth form to help manage entrance and exit interactions One-way systems in school site to reduce face to face interactions between students Signage displayed around the school site for one-way systems and keep your distance One-way system on staircases-staff supervision to ensure all students and staff comply Equipment used between year group bubbles to be cleaned or left quarantined for 48 hours (72 for plastics) Classrooms set out so students are not facing each other. Where this is not possible dividing screens are installed. Heads of Department (particularly in practical subjects) to meet / communicate with the Trust Estate Manager, to agree the specific measures 	<p>SLT Teaching staff Support staff</p>	<p>Informed at start of year Reinforced at all times</p>

	<ul style="list-style-type: none"> • Staggered break and lunch times to reduce interactions between bubbles. • Staggered exit of school to reduce interactions between year group bubbles. • Sixth form lessons to be timetabled in sixth form block, where possible. • Staff advised to socially distance from students and other adults (2mt advised) • Teacher zone identified in each classroom zoned off with yellow tape at front of classroom which does not compromise fire safety routes. • Staff advised to restrict amount of time in close proximity (within 1 metre) to students. 	<p>which need to be taken to minimise contact between year groups.</p> <ul style="list-style-type: none"> • Students to wear PE kit for days they have PE to limit interactions in changing rooms. • Changes to the delivery of the curriculum in E to avoid contact sports and promote use of outdoor areas • Staff meetings and training to be held in locations where social distancing can be enforced. • Dividing screens installed in servery area of dining areas. • Staff rooms and other social areas will be either closed or set out to comply with 2 metre social distancing. • School events will be held virtually in the first term. • Mixed year group extracurricular activities will have additional measures in place to keep year groups separate. Each will be reviewed and assessed. • Non overnight domestic educational visits can take place with specific risk protective measures in place. 		
<p>System Control Prevention 7) where necessary, wear appropriate personal protective equipment (PPE)</p>	<ul style="list-style-type: none"> • PPE guidance can be found here. • All students and staff to wear a face covering in communal areas and corridors. This includes stairwells, lunch queues, assemblies and lining up for lessons. • Increased cleansing and improved hand and respiratory hygiene habits are effective measures in controlling the spread of the virus in non-clinical settings. • PPE should only be used in circumstances of students receiving intimate personal care that already involves PPE, or if a student becomes unwell / symptomatic and needs direct personal care until they can return 	<ul style="list-style-type: none"> • Students and staff have the option to wear PPE at all times, if they so wish. Reminders about hand and respiratory hygiene given each morning to all students. • Admin staff providing first aid supplied with PPE. To be stored in student services so staff can put on PPE prior to dealing with first aid where PPE may be required. • Clear procedure for removal of face masks issued to staff, students and parents/carers to ensure high hygiene standards are maintained. 	<p>SLT Admin staff Premises staff</p>	<p>In place for start of term</p>

	<p>home.</p> <ul style="list-style-type: none"> • A fluid resistant surgical mask should be worn by the supervising adult of the pupil requiring care, if a distance of 2 meters cannot be maintained. If contact with the student is necessary, then disposable gloves, disposable apron and fluid resistant surgical face mask should be worn by the supervising adult. • If risk assessment determines that there is a risk of splashing to the eyes, e.g. a student coughing, spitting or vomiting then eye protection should also be worn. 			
System Control Response to any infection- manage confirmed cases of coronavirus (COVID-19) amongst the school community	<ul style="list-style-type: none"> • Contact 'Health protection team' in the event of a positive case within the school community • Health protection team will carry out a risk assessment to confirm the actions the school needs to take • Students/staff in close contact with a positive case will be advised to self-isolate for 14 days 	<ul style="list-style-type: none"> • School to keep a record of students and staff in each group, and any close contact that takes place between staff and students in different groups 	SLT Teaching staff Admin staff	Throughout opening
Additional measures: Clinically extremely vulnerable and clinically vulnerably staff	<ul style="list-style-type: none"> • Staff will be provided with pre-attendance information reminding them to give consideration to the advice published for clinically extremely vulnerable groups and clinically vulnerable groups to ensure their presence does not place them in a position of elevated risk of exposure. • Individual risk assessment for each member of staff in this category to identify risks and measures in place. 	<ul style="list-style-type: none"> • Additional measures may be in place based on each individual's case 	SLT Line managers	Communicated prior to opening. Reviewed on a regular basis
Additional measures: First Aid	<ul style="list-style-type: none"> • The school's first aid assessment will be reviewed to ensure an adequate provision, including at least one First Aider present at all times. 	<ul style="list-style-type: none"> • Consider pupil ratio, location of first aid provision, lunchtime supervision, workforce understanding of dealing with a potentially symptomatic person. • First aid trained staff should be encouraged to 	SLT and admin staff	Communicated prior to opening

	<ul style="list-style-type: none"> • Appropriate PPE to reduce the likelihood of cross contamination. • Consider an increased likelihood of skin irritations such as eczema and dermatitis, due to frequent handwashing. 	<p>maintain this key role. Staff should be updated in the additional risks associated with treating persons during the COVID-19 situation and how to improve the way they handle injured, unwell or symptomatic people.</p> <ul style="list-style-type: none"> • Advice from the St John Ambulance is available here. • Allocated first aid room for those showing Covid-19 symptoms to be GT1 		
<p>Additional measures: Music and drama</p>	<ul style="list-style-type: none"> • Background or accompanying music to be kept to a level which does not encourage the raising of voices unduly • Private music lessons to be organised in year group bubbles with screened practice rooms • Playing instruments and singing will take place in a large room with good ventilation • Students will be sat back to back or side-to-side when playing or singing (and not face to face) 	<ul style="list-style-type: none"> • Limited handling of scores, parts and scripts between students • Instruments will not be shared. • No contact between students in drama lessons. 	Music and drama teachers	
<p>Additional measures: Premises management</p> <p>Water Hygiene</p>	<ul style="list-style-type: none"> • Continuation of all routine internal checks, including but not limited to weekly Legionella water safety checks, fire system checks and monthly fire safety checks • Continuation of regular routine external contracted maintenance, including but not limited to Annual gas safety inspections, PAT testing, mechanical maintenance, lift maintenance, water systems cleaning. 	<ul style="list-style-type: none"> • Review routine maintenance schedules and specifications in light of COVID-19 and confirm if any changes are required. • Review site procedures and modify to meet COVID-19 requirements, e.g. use of lifts, cool water provision, use of school transport. 	Premises team	
<p>Additional measures: Fire Management</p>	<ul style="list-style-type: none"> • The premise fire risk assessment shall be reviewed and updated to include information on emergency evacuation procedures in line with safe social distancing promoted for staff. • All relevant fire safety equipment and systems shall be tested before the premises are fully re-occupied. 	<p>This would include: -</p> <ul style="list-style-type: none"> • a full functional test of the fire detection and alarm system using multiple call points across the site and involving the call receiving centre if appropriate. • a full discharge test of the emergency lighting system across the site • a visual inspection of all fire extinguishers to ensure that they are correctly located, full and not obviously damaged 	<p>SLT and wider staff</p> <p>Premises team</p>	Staff briefings and assemblies for students

		<ul style="list-style-type: none"> • checking that fire escape routes are clear of any obstructions • checking that final fire escape doors are unlocked and operational • checking the operation of internal fire doors to ensure that they close properly • checking that automatic fire dampers, smoke venting and smoke extraction systems are operational. 		
Additional measures: Revised behaviour policy	<ul style="list-style-type: none"> • School has reviewed the pupil behaviour policy to ensure it accommodates • COVID-19 incidents. • Published on school website after approval from School Governors 	<ul style="list-style-type: none"> • New behaviour expectations produced. Shared with staff, students and parents prior to opening. • Behaviour Policy posters in each classroom 	SLT and wider staff	Reminded of expectations at start of new term
Additional measures: Individual pupil risk assessments	Individual risk assessment produced for students who: <ul style="list-style-type: none"> • need specific care, which cannot be delivered whilst ensuring social distancing • potentially violent pupils, especially those with a known risk of spitting and/or requiring physical restraint. • Students who may display challenging behaviour when faced with changes to routines and procedure's on school site. 	<ul style="list-style-type: none"> • Risk assessments reviews for individual students who will be returning to the school site • Changes communicated individually to parents/carers of high risk students. 	SLT	Prior to wider opening
Additional measures: Home to school transport.	<ul style="list-style-type: none"> • School transport guidelines issued to parents/carers and students via Community Transport • Students to sit in year group bubbles on buses • Procedure for removal of masks outlined to students and parents/carers • Staff supervision of students disembarking from transport and embarking at school site • Promotion of walking/cycling to school 	<ul style="list-style-type: none"> • Local authority school buses to operate as usual-risk assessment for this to be shared with school 		
Additional measures: Control of	<ul style="list-style-type: none"> • Where contactors are required to attend site for emergency, cyclical and routine maintenance the School's safe social 		Premises team	When any visitor comes onto school site

visitors	<p>distancing, hygiene and other associated control measures will be communicated to the visiting contractor, and enforced.</p> <ul style="list-style-type: none"> • School visitor risk assessment in place. • Covid-19 measures outlined to visitors at reception 			
Additional measures: School aged vaccinations	<ul style="list-style-type: none"> • School based immunisation teams to adhere to visitor risk assessment • Immunisation teams to wear PPE when administering vaccinations 	<ul style="list-style-type: none"> • Large room allocated for vaccinations which is well ventilated • Vaccinations to be administered in year group bubbles • Parental/carer consent to be granted for vaccinations. 		
Additional measures: Transport by Taxi	<ul style="list-style-type: none"> • Students who are transported during the school day by taxi to access their education must wear a mask in the vehicle. • Students must sit in the back of the taxi 	<ul style="list-style-type: none"> • Students to use hand sanitiser before and on exit to the taxi 		
Additional measures: Reopening science departments. CLEAPSS	<ul style="list-style-type: none"> • CLEAPSS guidance is available on their website to subscribers. • View leaflet GL 345. 		Premises team Science technicians	
Additional measures: Contingency planning for further lockdown restrictions	<ul style="list-style-type: none"> • Contingency planning in place for lockdown restrictions being imposed: Tier 1: School remains fully open Tier 2: Rota system adopted for students attending (two-week rota) Tier 3: Limited on-site attendance to selected year group, critical workers and vulnerable students Tier 4: Limited attendance to vulnerable and critical worker 	<ul style="list-style-type: none"> • Tier 2 will limit number of students on site but group sizes will not be smaller • Tier 2 rota groups would consist of bubbles that avoid mixing with one another, where possible. • In a Tier 2 situation, teachers can operate across different bubbles but should socially distance from other adults and students. 	SLT All staff	

Sharing the results of your risk assessment

You should share the results of your risk assessment with your workforce and you may wish to consider publishing the results on your website.

Below you will find a notice you should display in your workplace to show you have followed this guidance.

Staying COVID-19 Secure in 2020

We confirm we have complied with the government's guidance on managing the risk of COVID-19

FIVE STEPS TO SAFER WORKING TOGETHER

- ✓ We have carried out a **COVID-19 risk assessment** and shared the results with the people who work here
- ✓ We have **cleaning, handwashing and hygiene procedures** in line with guidance
- ✓ We have taken all reasonable steps to **help people work from home**
- ✓ We have taken all reasonable steps to **maintain a 2m distance** in the workplace
- ✓ Where people cannot be 2m apart, we have done everything practical to **manage transmission risk**

Employer _____ Date _____

Who to contact: _____ Your Health and Safety Representative
(or the Health and Safety Executive at www.hse.gov.uk or 0300 003 1647)

Links to current guidance.

- [Talking with your workers about preventing coronavirus HSE.](#)
- [Working Safely during the coronavirus outbreak – a short guide HSE.](#)
- [Coronavirus \(COVID-19\): Guidance for Schools and other educational settings](#)
- [Coronavirus \(COVID-19\): Implementing protective measures in education and childcare settings](#)
- [Stay at home: guidance for households with possible Coronavirus \(COVID-19\) infection](#)
- [Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19](#)
- [Planning for the wider opening of primary schools in June](#)

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