



Health and Safety Risk Assessment – COVID-19

Academy / School	Washingborough Academy	Assessment No.	7
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Site	School Lane	Location	Washingborough, Lincoln
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Subject of Assessment	Opening whole school for the new academic year 2020/21; adhering to Covid-19 guidelines		
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Assessed by	SLT/Office Manager/Governors	Date	3 November 2020	Review date	1 March 2021
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Details of workplace/activity	Students and employees partaking in school activities within the school premises, including general classroom activities, dining, break-times, playgrounds, pick-up and drop off (where applicable), First aid and external visitors to the school.	Persons Affected <i>(Who may be harmed)</i>
		Students, Employees, Contractors and Visitors.

Hazards and Risks	Existing Control Measures	Risk Level <i>(Very High, High, Medium, Low)</i>	Further Actions √/X <i>(If √ See Actions)</i>
1. Spread/contraction of COVID-19 due to interaction with a person who has symptoms of the disease, a person who may be asymptomatic or lack of information.	<ul style="list-style-type: none"> The school has informed parents, students, carers, employees and visitors not to enter the school if they are displaying any symptoms of coronavirus (following the COVID-19 guidance for households with possible coronavirus infection); 	High within each group Medium between groups	X

Hazards and Risks	Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions ✓/X (If ✓ See Actions)
	<ul style="list-style-type: none"> • Parents receive guidance on school times for their child and protocols set out for attending the school i.e. should remain 2m apart from others, should follow staff members instruction, children should remain with their parent and refrain from mixing with other children and should not congregate outside the school; • Parents issued specific school protocols for school attendance for them to explain to their children; • Parents of SEN students or those with care plans are individually consulted in order that plans are reviewed to include any new safety measures; • Staff are briefed and consulted on school procedures and the plans for re-entry of students; • Employees have had sufficient training and briefing regarding infection control and school protocols; • Staff are up to date on other related guidance and support in relation to themselves and students such as stress and wellbeing including: https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing/guidance-for-parents-and-carers-on-supporting-children-and-young-peoples-mental-health-and-wellbeing-during-the-coronavirus-covid-19-outbreak • In relation to mental health and stress support organisation, details are available to staff including confidential employee help lines and information that can be provided to students; 		

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions ✓/X (If ✓ See Actions)
		<ul style="list-style-type: none"> • There are communication and support networks in place for staff and if there are particular concerns staff can raise them quickly and effectively; • Hazard reporting mechanism are in place and easily accessible; • Talks with staff about the planned changes (E.g. safety measures, timetable changes and staggered arrival and departure times), have taken place, including discussing whether additional training would be helpful. • Step by step instructions on dealing with potential cases are clear, displayed, known and implemented by all staff. Case details are recorded and retained. Written instructions have been prepared for parents whose children are displaying Covid-19 symptoms whilst on site. 		
2.	Spread/contraction of COVID-19 due to lack of social distancing measures during the school day including: <ul style="list-style-type: none"> • Drop off / entry to the school. 	Drop off: <ul style="list-style-type: none"> • Drop-off and collection points and timings for each group have been identified; this information has been cascaded to parents. • Parents are asked to not congregate in the school grounds for longer than 5 minutes before the designated school start time for their child (if more than one child is to be dropped off, parents will be able to remain in the playground keeping 2m away from others); Children are to stay with their parent/carer 	Medium	X

Hazards and Risks	Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions ✓/X (If ✓ See Actions)
	<ul style="list-style-type: none"> • Start times have been staggered for each class in order to prevent large numbers of parents in the playground/on school grounds; • Start times are designed to enable one group of parents to leave the site before the next group arrive; • Parents are reminded to leave the site once their children have entered the building; • If there are additional siblings who have no other carers at home and who are not at school they are permitted to stand with their parent. They are not to be allowed to run around the playground or interact with other families. <p>Entry to the school:</p> <ul style="list-style-type: none"> • Students will be met at the designated classroom door / entrance by their Teacher; • Parents/Guardians are NOT permitted to enter the school buildings; • A One way system for exiting the site has been introduced for KS2 pupils to ensure that a 2m distance is supported. • Entrance doors are held open, reducing the number of occupants touching the doors; • Hand-wash stations/sanitiser are located at the entrance to the school (classroom or other). All occupants are required to wash their hands (soap/water or hand sanitiser) on entry to the school; • Good hand washing signage to instruct students how to do this effectively is displayed; 		

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions ✓/X (If ✓ See Actions)
		<ul style="list-style-type: none"> • Help is available for children and young people who have trouble cleaning their hands independently; • Hand washing demonstrations have been provided to students on how to adequately wash their hands. 		
3.	Spread/contraction of COVID-19 due to lack of social distancing measures during the school day including: <ul style="list-style-type: none"> • Pickup / leaving the school. 	Pick up: <ul style="list-style-type: none"> • Drop-off and collection points and timings for each group have been identified; this information has been cascaded to parents. • Parents are asked to not congregate in the school grounds for longer than 5 minutes before the designated school finish time for their child (if more than one child is to be picked up parents will be able to remain in the playground/pick-up point keeping 2m away from others); • A One way system for exiting the site has been introduced for KS2 pupils to ensure that a 2m distance is supported. • Finish times have been staggered for each class in order to prevent large numbers of parents in the playground/on school grounds; • Finish times are designed to enable one group of parents and students to leave the site before the next group arrive; • Parents are reminded to leave the site once their children have been collected; • Only one parent/guardian per child is permitted on site; 	Medium	X

Hazards and Risks	Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions ✓/X (If ✓ See Actions)
	<ul style="list-style-type: none"> • If there are additional siblings who have no other carers at home and who are not at school they are permitted to stand with their parent. They are not to be allowed to run around the playground or interact with other families. <p>Leaving the school:</p> <ul style="list-style-type: none"> • Students will be collected in the playground by their parent; • A One way system for exiting the site has been introduced for KS2 pupils to ensure that a 2m distance is supported. • Parents/Guardians are NOT permitted to enter the school buildings; • Exit doors are held open, reducing the number of occupants touching the doors; • Students are reminded to wash hands as they leave the school building; • Hand-wash stations are located at the exits from the school (classroom or other); • Help is available for children and young people who have trouble cleaning their hands independently; • Hand washing demonstrations have been provided to students on how to adequately wash their hands; • Good hand washing signage to instruct students how to do this effectively is displayed. 		

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions ✓/X (If ✓ See Actions)
4.	<p>Spread/contraction of COVID-19 due to lack of social distancing measures during the school day including:</p> <ul style="list-style-type: none"> Classroom use / activities. 	<p>There will be no group assemblies. These will be carried out by video link.</p> <ul style="list-style-type: none"> Teachers and support staff will wear PPE visors to reduce the risk of spreading aerosols In accordance with the early year's framework class sizes for early years will adhere to the following: Children three or over – one adult for every 13 children The timetable has been reviewed to decide which lessons or activities can be delivered to reduce movement around the school; Students are kept in small classroom (pods) as they cannot socially distance themselves at all times. The class group will not physically interact with other groups within the school; Hand washing / sanitising is completed on entrance to the class and between specific activities; Students are allocated resources and are not encouraged to share; Students are regularly reminded not to touch their or other students faces; Classroom furniture has been reduced. This is designed to enable successful and effective cleaning of all surfaces; The Teacher and TA (where applicable) are assigned to a class each day. Where possible this will be one teacher for the whole and subsequent days; 	<p>High within each group</p> <p>Medium between groups</p>	X

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions ✓/X (If ✓ See Actions)
		<ul style="list-style-type: none"> The timetable has been reviewed to decide which lessons or activities can be delivered to reduce movement around the school. 		
5.	Spread/contraction of COVID-19 due to lack of social distancing measures during the school day including: <ul style="list-style-type: none"> Dining; Moving around the school; Break-time / playgrounds. 	<p>Primary (early years):</p> <ul style="list-style-type: none"> Separate lunch breaks are designated for each key stage pod. Students will stay in these class pods during lunch; Lunch area cleaned before and after each group's lunch Students are advised to clean hands before and after eating lunch. All FS2 and KS1 children will eat an in-school prepared lunch to avoid bringing in food and containers from home. If there is a national lockdown and schools are only open for key workers and vulnerable children the school policy is that all children attending the school setting will have a hot school meal to avoid the spread of infection via packed lunches being brought in from outside. During all activities, including playtime and lunchtime, pupils will be kept in class pods <p>Moving around the school:</p> <ul style="list-style-type: none"> Movement to different areas within the schools is reduced as much as possible; Suitable external doors are used to move students from one area to another. Effectively creating external corridors in the open air; Where possible, all spaces are well ventilated using natural ventilation (opening windows) or ventilation 	High within each group Medium between groups	X

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions ✓/X (If ✓ See Actions)
		<ul style="list-style-type: none"> Corridors that cannot provide 2m separation (although passing in the corridor is deemed low risk) are designated one way where possible; Corridor floors are demarcated to show direction and safe distance signage; Times are allocated for each class to reduce the need to pass one another in open spaces. Wearing of masks outside of classrooms/offices in shared areas <p>Break-times / playgrounds:</p> <ul style="list-style-type: none"> Separate times and areas are issued to each class pod (at a safe distance using government guidance). <p>Primary:</p> <ul style="list-style-type: none"> Students are only permitted to complete suitable activities with their class pod; Due to potential issues with reduced numbers of staff and trained first aiders, playground activities are strictly controlled with structured play. 		
6.	Spread/contraction of COVID-19 due to lack of hand-washing and general poor hygiene.	<p>Primary:</p> <ul style="list-style-type: none"> Staff and parents are encouraged to use education resources such as e-bug and PHE schools resources; Hand sanitising stations are positioned at each student, staff and visitor entrance to the school; All those entering the school are required to wash/sanitise their hands; 	Medium	X

Hazards and Risks	Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions ✓/X (If ✓ See Actions)
	<ul style="list-style-type: none"> • Hand washing stations are located in each area, within each class; • Hand washing sinks are located within each toilet provision; • Signage is located adjacent to each wash station or sink reminding occupants to wash their hands and how to do it effectively; • Students and staff have been shown how to wash hands properly; • Help is available for children and young people who have trouble cleaning their hands independently; • Hand washing/sanitiser is recommended frequently and required at the following times: <ul style="list-style-type: none"> ➢ Entry and exit from the school; ➢ After using the toilet; ➢ On entry to the dining hall; ➢ On entry and exit from each classroom. • Unnecessary touching of the face is discouraged. • Teachers will remind students to use tissues and bin them once used. If tissues are not readily available exactly when needed occupants are reminded to cough or sneeze into their arm; • Toilets and wash stations have hand dryers as per WHO Guidance https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public/myth-busters#hand-dryers. 		

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions √/X (If √ See Actions)
		<ul style="list-style-type: none"> Each classroom pod will have their own designated toilet cubicle. 		
7.	Spread/contraction of COVID-19 due to lack of adequate cleaning measures.	<ul style="list-style-type: none"> The school has implemented additional cleaning regimes. This includes the following: <ul style="list-style-type: none"> ➤ Frequent cleaning of classrooms, Toilets, common areas and dining halls; ➤ Frequent cleaning of all touched surfaces, such as door handles, handrails, table tops, play equipment and toys. Classrooms will be cleaned at lunch breaks and after school; Toilets will be cleaned in the morning, after break, after lunch and at the end of the day; Common areas will be cleaned once a day; Equipment used by the students and staff will suitably cleaned at the end of each day or before it is used by another person; If an area is suspected to have been contaminated by coronavirus (a positive case is detected for an occupant of a classroom), the room will be closed for 72 hours and then deep cleaned as per the guidance set on COVID-19: cleaning un non-healthcare settings. 	<p>Low</p> <p>Staff involved in cleaning schedule to complete COSH training</p>	X
8.	Spread/contraction of COVID-19 due to lack of social distancing measures. In particular, school employees.	<ul style="list-style-type: none"> Employees are required to conform with social distancing requirements at all times; All employees are to wear PPE visors 	Medium	X

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions ✓/X (If ✓ See Actions)
		<ul style="list-style-type: none"> Shared resources such as telephones, photocopiers etc are to be wiped after each use; To conform to social distancing requirements the staff room will be restricted to 5 occupants at a time; Students will practice social distancing from staff appropriate to their age and as described in additional points of this assessment; 		
9.	<p>Spread/contraction of COVID-19 due to insufficient First aid measures. This includes:</p> <ul style="list-style-type: none"> Dealing with general First aid; Lack of trained first aiders; Dealing with a suspected case of Covid-19; Inappropriate handling / removal of clinical waste Intimate care procedures. 	<ul style="list-style-type: none"> A specific First aid needs assessment has been completed – see other 'First Aid Needs assessment – COVID-19'; The FA assessment takes into account numbers and ages of students, number and training of employees; This information forms the decision on what activities and groups can safely be managed within the school; This includes sufficient first aiders for the school to the number of students with a particular focus on early years provision; Qualified first aiders are in place at an appropriate ratio for paediatric first aiders for Early Years provision (Note there is a three month additional time allowed for requalification due to current restrictions); The school has a specific room dedicated for suspected cases of COVID-19; Occupants (staff or students) who display symptoms of the virus during the school day will be isolated in the designated room until additional medical assistance can be gained. This may be 111 support, 	Medium	Please refer to 'First Aid Risk Assessment - Covid-19'

Hazards and Risks	Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions ✓/X (If ✓ See Actions)
	<p>an ambulance or until they leave the site to self-isolate;</p> <ul style="list-style-type: none"> • First aiders required to assist this person will wear full PPE including, apron, gloves, mask and visor; • First aiders have completed appropriate training for 'donning and doffing' PPE – NHS video / advice https://www.hse.gov.uk/news/face-mask-ppe-rpe-coronavirus.htm • PPE is disposed of in accordance with NHS COVID-19 waste management guidance; https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings • The first aid Isolation room will be cleaned frequently and after each use (when first aid care has been provided). <p>Waste disposal measures Waste control measure from possible cases of COVID-19 and cleaning of areas where possible cases have been identified (including disposable cloths and tissues) are as follows:</p> <ul style="list-style-type: none"> • Put in a plastic rubbish bag and tied when full; • The plastic bag is placed in a second bin bag and tied; • It is put in a suitable and secure place and marked for storage until the individual's test results are known; • Waste is stored safely and kept away from children; 		

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions ✓/X (If ✓ See Actions)
		<ul style="list-style-type: none"> Waste is not put in communal waste areas until negative test results are known or the waste has been stored for at least 72 hours; If the individual tests negative, this can be put in with the normal waste; If the individual tests positive, then waste is stored for at least 72 hours and then put in with the normal waste; If storage for at least 72 hours is not appropriate, a collection as a Category B infectious waste is arranged by either local waste collection authority if they currently collect your waste or otherwise by a specialist clinical waste contractor. They will supply you with orange clinical waste bags for waste bags can be sent for appropriate treatment. 		
10.	Spread/contraction of COVID-19 due to lack of social distancing measures for external visitors to the school, including: <ul style="list-style-type: none"> Parents; Maintenance contractors; External Teachers; Inspectors; Delivery personnel 	<ul style="list-style-type: none"> Parents are not permitted to enter the school; Parents have been informed to call the school office or email if they have any questions or concerns; If parents need to drop off items for students, they should be left at the school main entrance for staff to collect; Visitors will only be permitted into the school if they have an appointment; They will be asked to complete a Track and Trace contact sheet and wear a PPE face visor/mask Visitors will only be permitted at their designated time and will be asked to wait outside of the school building until their school contact is available; 	Medium	X

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions ✓/X (If ✓ See Actions)
		<ul style="list-style-type: none"> The school contact is required to attend reception in good time to meet their visitor; Meetings with visitors will be via video conference or phone where possible; If not possible social distancing measures will be adhered to at all times; Face to face meetings in small room or within 2m are not permitted; Premises' contractors will be managed in accordance with a separate premises maintenance risk assessment written specifically for this time; Delivered items will be left outside of the school building for staff to collect. 		
11.	Spread/contraction of COVID-19 due to lack of social distancing measures. This includes unsuitable use of toilets.	<ul style="list-style-type: none"> One in one out management of toilets is in place; Toilet use protocols are managed by Teachers if located adjacent to classrooms; Student use of toilets outside of early years' is managed by staff and communicated to students; Toilets are cleaned throughout the day. 	High	X
12.	Lack of staffing / insufficient staff ratios	<ul style="list-style-type: none"> Adequate ratio of staff to children will be maintained and is assessed on a daily basis, based on potential staff illness or self-isolation; Children are suitably supervised at all times; 	Low	X
13.	Lack of suitable premises management	<ul style="list-style-type: none"> The school adheres to the government guidance on managing buildings that are partially open; 	Low	X

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions √/X (If √ See Actions)
		<ul style="list-style-type: none"> The school has applied the series of guidance documents and advice sent out by its Health and Safety advisors regarding continued premises management at this time; Premises staff levels are maintained and suitable for the use of the building; Appropriate cleaning and premises staffing levels are in place; Waste removal and enhanced cleaning programs are in place for the potential coronavirus contaminated waste; 		
14.	Hazardous substance management, unsuitable COSHH management and use of chemicals leading to ill-health or fire.	<ul style="list-style-type: none"> Suitable storage and management of flammable hand sanitizer is in place; All chemicals used for the cleaning of school buildings and equipment is COSHH assessed and managed appropriately; Material safety data sheets are held for all chemicals and readily available to all staff; All cleaning chemicals are stored safely and securely in accordance with requirements; COSHH safety training has been completed by all those using chemicals for cleaning; Appropriate PPE is available for all cleaning including suitable PPE for cleaning of potential coronavirus contaminated rooms or equipment. 	Low	X