



## OVERVIEW

Model risk assessments (School Operations and School Premises) and supporting guidance on operating procedures has been developed for maintained schools and settings in consultation with our Trade Union colleagues and relevant service areas. Each maintained setting should undertake their own risk assessment following this format – Cumbria County Council, as the employer in the above settings will support and guide Governing Bodies and School Leaders to manage a planned and safe return to school but recognise that local decisions **MUST** follow a risk based approach appropriate to the resources and capacity of each individual setting. Other types of schools are welcome to use these models to help their own planning and risk assessment approach but must ensure that they prioritise their own employer's health and safety management procedures.

This document is a template to be used to help Governing Bodies and Headteachers develop and tailor a site-specific risk assessment in relation to COVID-19. Below is a list of potential of hazards within our premises and the recommended control measures which apply to the majority of settings to aim to help you manage risks to the lowest possible level. Control shown follow current available guidance and best practice

Headteachers/ Governing Bodies are responsible for monitoring the advice and guidance available, ensuring Risk Assessments and Safe Working Practices are updated where applicable and cascaded through to employees. They must ensure that compliance is monitored and any emerging issues addressed appropriately.

You should refer to the CCC guidance provided to accompany this model as well as referenced national guidance – **PLEASE NOTE:** that your risk assessments should outline **YOUR** agreed control measures following your local planning processes – Any additional control measures you identify are required should be added to the additional controls column, along with who is responsible and a timescale.

All employees working within the premises should receive site specific information on the controls implemented within their workplaces.

Help and Support is available with the development of your risk assessment through the County Council's Corporate Health and Safety Team  
[healthandsafety@cumbria.gov.uk](mailto:healthandsafety@cumbria.gov.uk)

Please note that the Local Authority liaising with contractors working on its behalf to ensure that they are undertaking effective liaison with occupiers **BEFORE** attending site – Contractors asked to provide key information in relation to how they are managing infection control.

This risk assessment refers to current national guidance and is listed at the end of this document and within accompanying guidance



RA Reference	<i>School Full Re-opening 2: Operations</i>	Activity Description	COVID-19 - Infection Prevention and Control – SCHOOL OPERATIONS
Assessment Date	<i>September 2020</i>	Assessor Name	<i>Peter Barfoot (Headteacher) June Grant (Deputy Headteacher)</i>
Assessment Team Members	<i>Peter Barfoot (Headteacher) June Grant (Deputy Headteacher) Tim Ward (Chair of GB) Sarah Brroke (Vice Chair of GB)</i>	Planned Review Date	<i>October 2020 (reviewed regularly to reflect any changes in National Guidance)</i>
Location	<i>St Mark's CE Primary School, Natland</i>	Number Of People Exposed	<b>216</b> All staff and pupils of both St Mark's School and the Natland and Oxenholme Pre-School Pupils: 167, Staff: 27; Pre-school: 22
Overall Residual Risk Level following implementation of effective control measures	<i>Enter Your Overall Residual Risk Rating</i> <b>Medium</b>  Given the current Public Health information it remains likely that COVID-19 will continue to spread although for the majority of persons effects will be of minor severity	People Exposed	All Employees Pupils Visitors Contractors Members of the public Vulnerable Children/ Adults Persons with pre-existing medical conditions First Aiders New/ Expectant Mothers
Assessment Last Updated	<b>01.09.20 additions / amendments in red</b>	Is this an acceptable risk?	<b>Yes</b>

Hazard Description and How are people at risk	Current Control Measures (Those that are in place)	Potential Risk	Additional Control Measures (To be identified and implemented)	Action Details by Whom By When	Residual Risk
<b>Hazards in relation to staffing and daily operation</b>  Lack of supervision/ management of groups to comply with current guidance	<input type="checkbox"/> Staff report prior to coming into school if they are experiencing any of the following symptoms: <b>a high temperature, a new continuous cough, loss of taste or smell</b>	<b>Medium Risk</b>	All staff to be advised that they must <b>not come into work</b> and must <b>inform their manager by phone text or email</b> , if they or anyone in their household has		<b>All L2 x S4 = 8</b>



<p>Unable to maintain staffing levels due to infection or isolation</p> <p>Child or young person requiring 1 to 1 support</p> <p>SEND/ Behaviour Management Issues</p> <p>To prevent ill health/ injury</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Staffing plan in place to ensure safe staffing levels are achievable, agreed established and monitored appropriate to group sizes/ pupil needs and the activities required. – Ratios based on appropriate risk assessment.</li> <li><input type="checkbox"/> Timings of arrivals, lessons and activities in place</li> <li><input type="checkbox"/> Parents not allowed in the school</li> <li><input type="checkbox"/> Visitors essential to education, pupil support, health and welfare, administration and maintenance are allowed into school, but with clear instructions communicated clearly</li> <li><input type="checkbox"/> All adults in school to sign in (visitors leaving contact details) to enable track and trace in the case of a positive test for Covid-19</li> <li><input type="checkbox"/> All offsite school activities currently suspended</li> <li><input type="checkbox"/> All staff responsible for ensuring that they are fit and well to attend work.</li> </ul>		<p>symptoms or has been advised to self-isolate, before entering the workplace</p> <p>Each Year group in school full time, with teachers and teaching assistants as per the normal agreed timetable</p> <p>Staggered start, break, lunch and end times agreed and clearly communication to staff and parents</p> <p>Clear communication: text, phone and email.</p> <p>Front door kept locked.</p> <p>Correspondence posted in school mail box</p> <p>Diary events have been checked and systematically cancelled or postponed</p> <p>An information poster highlighting the symptoms of COVID19</p>	<p>Staggered start, break, lunch and end times to minimising mixing between groups and congestion of parents at the front of school:</p> <p>YR, 1 &amp; 2 9.10 – 3.20  Y3 &amp; 4 9.00 – 3.30  Y5 &amp; 6 9.10 – 3.40</p> <p>All staff to sign green track and trace sheets at time of arrival and departure. Other visitors to book appointments, read notes and complete track and trace form.</p> <p>Guidance notes provided for all visitors</p> <p>Swimming lessons to resume according to advice and guidance provided by staff at the Kendal Leisure Centre</p>	
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	<ul style="list-style-type: none"> <li><input type="checkbox"/> All staff adhere to any instructions, advice, guidance and site rules provided to them.</li> <li><input type="checkbox"/> <a href="#">PHE COVID-19 Testing guidance communicated to staff</a></li> <li><input type="checkbox"/> Referrals made to occupational health as appropriate</li> <li><input type="checkbox"/> Staff responsible for ensuring that they are up to date with their own routine immunisations</li> <li><input type="checkbox"/> Pupils – Individual healthcare plans in place for pupils who require them.</li> <li><input type="checkbox"/> Pupils - Separate individual risk assessment/ healthcare / behaviour management plans and external support accessed where required to determine if the child or young person can safely attend where 1 to1 care or support is not available for them</li> <li><input type="checkbox"/> Employees advised of and offered vaccination cover <b>(as this becomes available and appropriate)</b></li> <li><input type="checkbox"/> Pupil cohorts (group 'bubbles') remain together at all times</li> <li><input type="checkbox"/> Social distancing limits occupancy in offices and staff rooms</li> </ul>		<p>is placed throughout the premises.</p> <p>Most recent PHE flow chart displayed in staffrooms, HT office and main office</p> <p>All children requiring behaviour management plans and extra support will be in groups with a second adult available to provide this support as necessary. Individual BMPs and RAs to be adjusted to reflect changed circumstances</p> <p>Staff room and Hall designated as spaces for breaks and lunch for staff. Staff responsible for maintaining social</p>	<p>HT to forward most recent Government testing advice and guidance to all members of staff</p> <p>HT to copy and display as appropriate (in entrance, staffrooms and all parts of the school being used)</p> <p>EHCP Risk Assessments to be carried out in consultation with parents</p>	
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	<ul style="list-style-type: none"> <li><input type="checkbox"/> Outside spaces used for learning where possible</li>   <li><input type="checkbox"/> Fixed outdoor equipment – used by one bubble at a time according to rota</li>   <li><input type="checkbox"/> Small easily washable outdoor equipment cleaned regularly, before and after use and between groups.</li>   <li><input type="checkbox"/> Local school specific risk assessments will identify additional control measures to be followed to prevent cross contamination and infection e.g. Cleaning/ Kitchen RAs</li>   <li><input type="checkbox"/> Adults working in school to stay within established group bubbles. HLTAs providing PPA cover able to move between two bubbles in one day</li> </ul>		<p>distancing in these contexts.</p> <p>Staff assigned to spaces from start of re-opening period</p> <p>Staff to provide equipment to individual children and responsible for cleaning as necessary.</p> <p><b>Year group ‘bubbles’ to have dedicated set of basic play equipment. Hands washed before and after use.</b></p> <p>Kitchen staff to remain in kitchen and not come into other parts of the school building</p> <p>HT, SBM &amp; Admin support to remain in office area and corridors and not to enter classrooms</p>	<p>School meals to be collected from outside the kitchen by MDS and teaching assistants</p> <p>HT to liaise with Orian and share RAs to ensure continuity of approach and expectation</p>	
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	<ul style="list-style-type: none"> <li><input type="checkbox"/> Absence/self-isolation cases due to COVID 19 (suspected or confirmed) to be reported via the normal reporting procedures</li> <li><input type="checkbox"/> Normal absence and well-being reporting procedures followed</li> <li><input type="checkbox"/> Normal pre-employment procedures followed.</li> <li><input type="checkbox"/> Staff to be kept informed of all procedural changes and management decisions</li> </ul>		<p>Daily register to be taken via Scholar Pack. Absence to be followed up with phone call at first opportunity</p> <p>Ongoing communications (emails, inductions, virtual briefings, copies of plans and draft risk assessments ) have been provided to all employees</p>	<p>HT &amp; SBM to monitor Scholar Pack attendance details from <b>15 minutes</b> after the last group enters school</p> <p>Staff briefing to be held in corridor outside offices at 8.35 each school day</p>	
<p><b>Hazards in relation to lack of cleaning/ hygiene/ waste management</b></p> <p>Inadequate cleaning and hygiene processes</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Staff and pupils instructed to sanitise and then wash their hands upon entry to the building and frequently thereafter.</li> <li><input type="checkbox"/> Supplies of hand sanitiser available at entrance points</li> <li><input type="checkbox"/> Toilet and sink facilities allocated to each year group bubble and each group of staff</li> <li><input type="checkbox"/> Hand hygiene procedures widely promoted and adhered to with provision/ promotion of the use of sanitising hand gel (60-70% alcohol) as required for those without easy access to suitable handwashing facilities.</li> </ul>	<b>High Risk</b>	<p>All children to sanitise hands on arrival and departure, staff to oversee process (including on entry to the bus)</p>	<p>Hand sanitiser at three entry points: main entrance, kitchen area and Pre-School door</p> <p>All classrooms have sufficient handwashing / sanitising facilities and resources.</p> <p>Agree best regime for cleaning of desk surfaces with suitable veridical cleaning product</p>	<p><b>Children:</b> L4 x S3 = 12</p> <p><b>Adults:</b> L2 x S5 + 10</p>



	<ul style="list-style-type: none"> <li><input type="checkbox"/> Sufficient handwashing facilities are available sinks, soap, sanitiser and paper towels</li> <li><input type="checkbox"/> Regular cleaning and disinfection of surface that are touched more frequently</li> <li><input type="checkbox"/> Drinking fountains taken out of use</li> <li><input type="checkbox"/> Suitable signage and visual instructions displayed as required</li> <li><input type="checkbox"/> When delivering personal/intimate care, staff will wear the normal PPE required as detailed in individual healthcare plan</li> </ul>		<p>Hand dryers switched off. Paper towels provided near each sink / set of sinks and suitable lined receptacle for disposal</p> <p>Cleaning kits provided in each teaching space. Disinfection of surfaces to be done regularly by staff as and when necessary.</p>		
<p><b>Transport and Travel</b></p> <p>Reducing the risk of infection</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Safe transport guidance promoted to staff and parents</li> <li><input type="checkbox"/> Protocols in place for drop off and pick up</li> </ul>	<p><b>Medium Risk</b></p>	<p>No staff use public transport as a matter of course in getting to work</p> <p>2 lines for queueing, 2m apart on school path. 3 entrances: kitchen area, front door and Pre-School door (Pre-School). Hand sanitiser at each entrance. HT to monitor queueing and entrance</p>	<p>HT to label path outside school, 2m sections for parents and children. Black and yellow hazard tape</p>	<p><b>Children: L3 x S3 = 9</b></p> <p><b>Adults: L2 x S5 = 10</b></p>



	<ul style="list-style-type: none"> <li><input type="checkbox"/> All offsite school activities suspended</li> <li><input type="checkbox"/> Transport providers will follow appropriate controls as highlighted in their code of practice</li> </ul>		<p>Travellers' Choice to adhere to strict guidelines: driver to wear face covering, hand sanitiser available at front of bus</p>	<p>Year group bubbles allocated to particular rows on school bus</p> <p>Bus now arriving before first year group each morning and leaving after last year group at the end of the day</p>	
<p><b>Hazards in relation to pupil and staff wellbeing and mental health</b></p> <p>Preventing ill health due to anxiety and work related stress</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> School Stress Risk Assessment in place</li> <li><input type="checkbox"/> Where staff report work related issues – individual stress risk assessment will be carried out in line with HSE guidance</li> <li><input type="checkbox"/> Staff will be referred to occupational health as early as possible</li> <li><input type="checkbox"/> Good communication measures in place and maintained with staff</li> <li><input type="checkbox"/> All staff aware of their responsibilities to report safety concerns, ill health, damage, defects, accidents or incidents in line with exiting school policy.</li> </ul>		<p>Via email between HT and all staff or by phone call as necessary</p>	<p>HT &amp; DHT to develop School Stress RA in line with advice from CCC and KAHSC</p>	<p><b>Rating TBC when Staff Stress RA completed</b></p>
<p><b>Hazards in relation to staff deemed high risk due to underlying or pre-existing health conditions</b></p> <p>Pregnancy, Asthma</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Those staff who are at a higher risk due to their underlying or pre-existing health conditions and have been prescribed medication, should where possible carry their prescribed medication with them at all times</li> </ul>		<p>If a person cannot undertake their normal duties school will contact HR provider to discuss any reasonable adjustments</p>		<p><b>Adults: L1 x S5 = 5</b></p>





	<ul style="list-style-type: none"> <li><input type="checkbox"/> Staff with members of their household with underlying health conditions to be reassured of the safety and social distancing measures being taken in school</li> </ul>		<p>To be discussed with HT on a case by case basis</p>		
<p><b>Hazards in relation to managing incidents and emergencies</b></p> <p>First Aid/ Accidents/ Incidents/ Emergencies Staff or pupil becoming unwell with COVID-19 symptoms whilst on site</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Suitable follow-up procedures to be taken following potential infection exposure incidents. (in line with current Public Health England and updated HSE RIDDOR guidance circulated to Schools)</li> <li><input type="checkbox"/> Suitable First Aid kits in place – updated to include (where already not supplied) masks and rubber gloves, hand sanitisers for close contact first aid treatment</li> <li><input type="checkbox"/> At least one person with a paediatric first aid certificate will be premises at all times when children are present</li> <li><input type="checkbox"/> School Emergency Plan/ crisis management plans in place</li> <li><input type="checkbox"/> All staff aware of their responsibilities to report safety concerns, ill health, damage, defects, accidents or incidents in line with exiting school policy.</li> </ul>		<p>HT to be named adult to deal directly with any symptomatic child</p> <p>First Aid kits prepared and made available to suitably trained staff in each classroom. Records to be kept as normal in accident books provided for each space.</p> <p>Paediatric First Aiders: HT and at least one other on site each day</p>	<p>Plan for HT absence (phase planning)</p> <p>Newly appointed TA working in YR to undergo Paediatric First Aid training</p> <p><b>HT &amp; DHT to update School Emergency Plan</b></p>	<p><b>Adults:</b> L2 x S5 = 10</p>
<p><b>Hazards in relation to eating and safe welfare facilities</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Timings in place to ensure safe management of break and lunchtimes</li> </ul>		<p>Staggered breaks and lunchtimes ensure social distancing possible outside at these times</p> <p><b>Groups allocated one of three zones for break and lunchtimes</b></p>	<p>HT &amp; DHT to develop timetables reflecting number of groups in school each week.</p> <p>Playground to be divided into three zones.</p>	<p><b>Children:</b> L3 x S3 = 9</p> <p><b>Adults:</b> L2 x S5 = 10</p>





<p><b>Hazards due to the lack of suitable PPE</b></p> <p>Where carrying out close personal care tasks and physical restraint and unable to maintain 2m social distancing measures.</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Staff and pupils to be fit / well to attend setting</li> <li><input type="checkbox"/> Local risk assessments/ individual healthcare plans/ behaviour management plans reviewed and followed to identify PPE requirements in line with current guidance</li> <li><input type="checkbox"/> PPE to be fit for purpose/ approved specification</li> <li><input type="checkbox"/> Where PPE provided staff provided with training and instruction in its use.</li> <li><input type="checkbox"/> Compliance with agreed practice to be monitored by Headteacher as far as reasonably practicable</li> <li><input type="checkbox"/> Face coverings not to be worn in a primary school context</li> </ul>	<p><b>High Risk</b></p>	<p>PPE (fluid resistant face shield, goggles and disposable plastic apron and gloves) to be worn if managing first aid at close quarters, comforting a distressed child, intimate care or no option physical restraint. PPE provided by school (some provided by DfE)</p> <p>Guidance leaflet available for staff on use of PPE, including 'donning and doffing'</p> <p>HT to remain in designated office space and corridors as far as practicable; able to enter immediate door area of classrooms for the purposes of communication and observation</p>	<p>Staff to inform SBM on good time if stock of any PPE equipment running low</p>	<p><b>Children:</b> L3 x S3 = 9</p> <p><b>Adults:</b> L2 x S5 = 10</p>
<p><b>Assessment Conclusion</b></p>		<p>Providing the stated control measures are implemented and adhered to the risk of contracting most viral infections can reduce to a manageable level in normal circumstances. Compliance with this risk assessment should be monitored and reviewed to ensure control measures remain effective.</p>			



**To be completed by the Individual undertaking the risk assessment:**

**Name:** June Grant

**Job Title:** Deputy Headteacher

**Signature:** *J Grant*

**Date:** 01.09.20

**To be completed by the Headteacher:**

I consider this risk assessment to be suitable and sufficient to control the risks to the health and safety of both employees undertaking the tasks involved and any other person who may be affected by the activities.

**Name:** Peter Barfoot

**Job Title:** Headteacher

**Signature:** *P J Barfoot*

**Date:** 01.09.20

**Links to Guidance**

**Staff, Pupils and Others**

Those who are clinically vulnerable, or are living with someone who is, should follow [protective measures guidance](#).

[Implementing protective measures in education and childcare settings](#)

[Conducting a SEND risk assessment during the Coronavirus outbreak](#)

[Guidance on hand cleaning](#)

[Kids life skills – self-care- going to the toilet](#)

[Education, health and care needs assessments and plans: guidance on temporary legislative changes relating to coronavirus \(COVID-19\)](#)

**Personal Protective Equipment - PPE**

[PHE guidance to putting on and removing \(Donning and Doffing\) PPE](#)

**Travel**

[Safer travel guidance for passengers](#)



		Severity/ Outcome				
		1 Insignificant	2 Minor	3 Moderate	4 Major	5 Most Severe
Likelihood	5 Very Likely	5 Low Risk	10 Medium Risk	15 High Risk	20 High Risk	25 High Risk
	4 Likely	4 Low Risk	8 Medium Risk	12 Medium Risk	16 High Risk	20 High Risk
	3 Possible	3 Low Risk	6 Medium Risk	9 Medium Risk	12 Medium Risk	15 High Risk
	2 Unlikely	2 Low Risk	4 Low Risk	6 Medium Risk	8 Medium Risk	10 Medium Risk
	1 Very Unlikely	1 Low Risk	2 Low Risk	3 Low Risk	4 Low Risk	5 Low Risk