**Risk Assessment Covid-19**

**(Reopening Schools)**

**Author note – change watermark to template when final version agreed**

This example risk assessment is not exhaustive and should be used a guide for typical risk management considerations.

You must ensure robust arrangements are in place to control the risks if adopting any part of this assessment. It is important this assessment and proposed action is consulted with employees and their representatives. **Please record and highlight your additional risk control measures / adaptations you have made for your individual school.**

When managing hazards and risks, the Hierarchy of Controls must be applied (working top down):

* **Elimination**

The hazard, task or activity is physically removed or abandoned

* **Substitution**

Replace a material or process with a less hazardous one

* **Engineering Controls**

Isolate staff, pupils, visitors from the hazard

* **Administrative Controls**

Identify and implement procedures to maximise safe working

* **Personal Protective Equipment (PPE)**

Only to be considered if measures above would be ineffective to control risks

**Important note**:

This risk assessment must be read and worked through in conjunction with current Government guidelines applicable to education settings (**Coronavirus (COVID-19): Implementing protective measures in education and childcare settings**) and other relevant guidance. This includes guidance for shielded and clinically vulnerable people / groups. Current class sizes capped at 15 pupils and pupils remaining in their small groups throughout the day. <https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

**Risk Assessment Covid-19**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Activity/Person/Location** | Managing COVID-19 risks – Reopening of Schools |  | **Key** |  | **Resultant Risk Rating**  Please tick | |
| **Service Area** | Education / Schools |  | **Social Distancing to minimise potential spread of COVID-19Woman Shrugging** |  | High | TBC |
| **Manager** | TBC |  |  |
| **Assessor(s) including employee representative** | TBC |  | **Hygiene protocols to minimise potential spread of COVID-19Sink** |  | Medium | TBC |
| **Date of assessment** | 15.5.2020 |  | **Additional considerations to manage and control risk Comment Add** |  | Low (normal) | TBC |
| **Review date** | TBC |  |  |

| **What are the hazards?** | **Who may be harmed and how? (risk)** | **What are you already doing?** | **What further action is necessary?** | **Actions by whom?** | **Action by when?** | **Date Completed** |
| --- | --- | --- | --- | --- | --- | --- |
| There is a confirmed case of coronavirus in a setting  Covid-19 Outbreaks on site | Staff, pupils, contractors, visitors  Possible transmission of the virus between staff to staff, Staff to pupil, pupil to pupil and into the wider community.  People can catch the virus from others who are infected in the following ways:   * virus moves from person-to-person in droplets from the nose or mouth spread when a person with the virus coughs or exhales * the virus can survive for up to 72 hours out of the body on surfaces which people have coughed on, etc * people can pick up the virus by breathing in the droplets or by touching contaminated surfaces and then touching their eyes or mouth | **Comment Add**  Protocol in place in line with [implementing protective measures in education and childcare](https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings) settings contains detailed guidance for settings on:cleaning, including supplies of cleaning and handwashing productstesting and tracingPPE, what settings should do in response to a case being confirmed  Schools should refer to this guidance and continue to follow [advice from Public Health England](https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19). These measures, along with handwashing, cleaning, and self-isolation, will lower the risk of transmission.  When a child, young person or staff member develops symptoms compatible with coronavirus, they should be sent home and advised to self-isolate for 7 days. Their fellow household members should self-isolate for 14 days. All staff and students who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus and are encouraged to get tested in this scenario.  Where the child, young person or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation.  Where the child, young person or staff member tests positive, the rest of their class or group within their childcare or education setting should be sent home and advised to self-isolate for 14 days. The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms.  As part of the national test and trace programme, if other cases are detected within the cohort or in the wider setting, Public Health England’s local health protection teams will conduct a rapid investigation and will advise schools and other settings on the most appropriate action to take. In some cases, a larger number of other children, young people may be asked to self-isolate at home as a precautionary measure – perhaps the whole class, site or year group.  Where settings are observing guidance on infection prevention and control, which will reduce risk of transmission, closure of the whole setting will not generally be necessary.  **Woman Shrugging**  All sites with more than 6 cases of Covid19 must urgently notify Director of Public Health. |  |  |  |  |
| Testing and contact tracing | Staff, Pupils, visitors, contactors | * Coronavirus testing is now available to everyone aged five and over in the UK with symptoms. * Everyone who is showing coronavirus symptoms is eligible to book a swab test to find out if they have the virus. * People can register for a test at [www.nhs.uk/coronavirus](http://www.nhs.uk/coronavirus) , after checking their symptoms. * Those who do not have any access to the internet, or who have difficulty with the digital portals, will be able to ring a new **119** service to book their test.   This programme will play an important role in helping to minimise the spread of coronavirus in the future. It will also include more traditional methods of contact tracing if a child, young person or parent tests positive.  *Please add any additional specific arrangements applicable to your school.* | Once the app is available, all staff, parents, visitors, contractors and pupils with a smart phone should download the app. |  |  |  |
| Communication strategy (communication to parents / guardians) | Staff, Pupils, visitors, contactors  Those positive with Covid-19 or symptoms | **Woman Shrugging**  Protocol in place and includes:   * Advise parents that if their child needs to be accompanied to the education or childcare setting, only one parent should attend * Advise parents and young people their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use) * Make clear to parents that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely) * Phone or email notification to be urgently made to the school and affected persons to stay away from site until required isolation periods have passed. * Parents to be advised to follow guidance below   [COVID-19: guidance for households with possible coronavirus infection guidance](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance)  *Please add any additional specific arrangements applicable to your school.* |  |  |  |  |
| Shielded and clinically vulnerable  Groups including those who are pregnant.  SEND pupils  Black, Asian and Minority Ethnic Groups (BAME)More work to be done on guidance for BAME groups | Staff, pupils, contractors, visitors  UK and international data suggest that people from Black, Asian and Minority Ethnic (BAME) backgrounds are disproportionately affected by COVID-19. | **Woman Shrugging**   * Government guidance on Shielded and clinically vulnerable people to be followed. (link to schools [Government Guidance](https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings) referenced above). * Children and young people (0 to 18 years of age) who have been [classed as clinically extremely vulnerable due to pre-existing medical conditions](https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/covid-19-guidance-on-protecting-people-most-likely-to-get-unwell-from-coronavirus-shielding-young-peoples-version) have been advised to shield. * Clinically extremely vulnerable individuals (including persons over the age of 70, those with serious underlying health conditions) which put them at very high risk of severe illness from coronavirus and have been advised by their clinician or through a letter should not work outside the home and must rigorously follow shielding measures in order to keep themselves safe. Read [COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable](https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19) for more advice. * Clinically vulnerable individuals who are at higher risk of severe illness (for example, those who are pregnant and people with some pre-existing conditions as set out in the [Staying at home and away from others (social distancing) guidance](https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing#clinically-vulnerable-people)) have been advised to take extra care in observing social distancing and should work from home where possible. * Pupil local individual SEND care plans and risk assessments (where in place) reviewed regularly. To include the need for possible close contact and relevant PPE use (See First Aid section) * Risk assessment undertaken with BAME staff members using ‘appendix 1’ of this document.   *Please add any additional specific arrangements applicable to your school.* |  |  |  |  |
| Entry school premises | Staff, pupils, contractors, visitors  Possible transmission of the virus between staff and children, and into the wider community.  People can catch the virus from others who are infected in the following ways:   * virus moves from person-to-person in droplets from the nose or mouth spread when a person with the virus coughs or exhales * the virus can survive for up to 72 hours out of the body on surfaces which people have coughed on, etc * people can pick up the virus by breathing in the droplets or by touching contaminated surfaces and then touching their eyes or mouth | **Comment Add**   * Traffic management plan revised to ensure pedestrian / vehicle separation is maintained. Particular consideration given where queuing areas are introduced   **Woman Shrugging**   * 2-meter demarcation on school entry approaches * Pictorial notices to maintain social distancing displayed * Supervision of queues by nominated staff members * Staggered start times * Controlled entry to building * Staff supervising entry to school to follow social distancing guidelines   **Sink**   * Hand washing / sanitisation stations (ideally soap and water to minimises possible adverse dermatological effects) at point of entry to school. All people entering the school must sanitise hands prior to entry. * Staff trained on hygiene protocols to eliminate cross-infection risks * Age appropriate instruction provided to pupils on hand washing methods * [Guidance published May 2020](https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe#how-should-ppe-and-face-coverings-be-disposed-of) states that - Used PPE and any disposable face coverings that staff, children, young people or other learners arrive wearing should be placed in a refuse bag and can be disposed of as normal domestic waste unless the wearer has symptoms of coronavirus, in line with the [guidance on cleaning for non-healthcare settings](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings). * Any homemade non-disposable face coverings that staff or children, young people or other learners are wearing when they arrive at their setting must be removed by the wearer and placed into a plastic bag that the wearer has brought with them in order to take it home. The wearer must then clean their hands. The use of face coverings by the public does not apply to outdoor exercise or schools * To dispose of waste from people with symptoms of coronavirus, such as disposable cleaning cloths, tissues, and PPE: * put it in a plastic rubbish bag and tie it when full * place the plastic bag in a second bin bag and tie it * put it in a suitable and secure place marked for storage for 72 hours * Waste to be stored safely and securely kept away from children.   *Please add any additional specific arrangements applicable to your school.* | Information / protocol on safe entry to be disseminated to parents / carers / contractors   * Staff training on protocols * Advice / instruction on social distancing / hygiene |  |  |  |
| Reception areas | Staff, pupils, contractors, visitors | **Woman Shrugging**   * Telephone appointments/emails to office where possible to minimise queues at reception * Screens in place to separate staff and/or   Demarcation to maintain safe distancing   * Notices to maintain social distancing displayed   **Sink**   * Sanitisation / hand washing protocols to be observed when handling deliveries. * Enhanced cleaning regime in place at reception and all school settings in line with [COVID-19: cleaning of non-healthcare settings guidance](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings)   *Please add any additional specific arrangements applicable to your school.* | * Queuing to be minimised where reasonably practicable |  |  |  |
| Corridors / staircases | Staff, pupils, contractors, visitors | * Social distancing guidelines to be observed and monitored by nominated staff members * Demarcation of 2-meter distance where queuing is likely * Pictorial notices to maintain social distancing displayed * One-way systems introduced where reasonably practicable   **Sink**   * Increased natural ventilation   *Please add any additional specific arrangements applicable to your school.* | * Reduce need for children to regularly leave the classroom where possible (containment/non mixing) * Where corridor use is required, consider release of a classroom at a time and stagger to reduce traffic and avoid spread of infection. * Reschedule contractor visits (unless emergency situation) to times when pupils are not present |  |  |  |
| Classrooms | Staff, pupils, contractors, | **Woman Shrugging**   * Tables / desks taken out of use to maintain safe distance e.g. cordon off / remove chairs * Social distancing guidelines to be applied and monitored by nominated staff members * Pictorial notices to maintain social distancing displayed * Remote education programmes considered in-line with <https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-primary-schools>   **Sink**   * Increased natural ventilation / avoid rooms with no natural ventilation where possible * Soft play / furnishing and items with intricate parts removed (early years settings) * Increased cleaning frequencies of hard surfaces / emptying of bins * Minimise sharing / touching of items * Adequate tissues are available to clear up spills and to catch sneezes in line with Catch it / Bin it / Kill lit advice * Items to be sanitised before sharing / re-use by another person * Teachers make sure they wash their hands and surfaces, before and after handling pupils’ books.   *Please add any additional specific arrangements applicable to your school.* | * Wherever possible keep the same teacher with the same pupil group |  |  |  |
| Lunch times | Staff, pupils, contractors, | **Woman Shrugging**   * Staggered lunch times * Social distancing guidelines to be applied * Adequate supervision ratios to enforce social distancing guidelines * One-way systems introduced where reasonably practicable   **Sink**   * Hand washing / sanitisation prior to food consumption – children to be supervised * Increased cleaning frequencies of hard surfaces. * Minimise sharing of items * Items to be washed / sanitised before sharing / re-use by another person   *Please add any additional specific arrangements applicable to your school.* | * Utilise outdoor spaces where practicable * Consider other reduced risk option for kitchen staff and pupils e.g have packed lunches prepared and delivered to the classrooms for consumption. This will allow for segregation and reduced traffic, areas to be cleaned down, utensils/surfaces touching and transmission. |  |  |  |
| Hall / assemblies | Staff, pupils, Contractors, | **Woman Shrugging**   * Social distancing guidelines to be applied * Adequate supervision ratios * Pictorial notices to maintain social distancing displayed * One-way systems introduced where reasonably practicable   **Sink**   * Enhanced cleaning regime in place   *Please add any additional specific arrangements applicable to your school.* | * Suspension of assemblies? * Utilising outdoor spaces for PE |  |  |  |
| Toilets | Staff, pupils, Contractors, visitors | **Woman Shrugging**   * Controlled entry * Pictorial notices to maintain social distancing displayed * Children to remain in team ‘bubbles’   **Sink**   * Hand washing protocol increased to before and after use of toilet facilities * Hand washing poster displayed in all WCs * Increased cleaning protocols   *Please add any additional specific arrangements applicable to your school.* |  |  |  |  |
| Staff Areas | Staff, contractors, visitors | **Woman Shrugging**   * Social distancing guidelines to be applied   **Sink**   * Increased cleaning frequencies of hard surfaces. * Minimise sharing of items * Items to be sanitised before sharing / re-use by another person * Handwashing /sanitisation protocols to be followed   *Please add any additional specific arrangements applicable to your school.* |  |  |  |  |
| Lifts | Staff, pupils, contractors, visitors | **Woman Shrugging**   * Procedure in place for control of access to lifts   **Sink**   * Increased Hygiene protocols introduced     *Please add any additional specific arrangements applicable to your school.* |  |  |  |  |
| School Kitchens / school meal provision | Staff, pupils, contractors | **Woman Shrugging**   * Social distancing guidelines to be applied   **Sink**   * Handwashing /sanitisation protocols to be followed * Increased cleaning frequencies of hard surfaces. * Work with external school meal providers (where engaged) to ensure safe systems and protocols are in place to reduce risk to kitchen staff and pupils * Combination of packed lunches / hot meal provision to minimise dining room traffic / volume   *Please add any additional specific arrangements applicable to your school.* | * Consider other reduced risk option for kitchen staff and pupils e.g. have packed lunches prepared and delivered to the classrooms for consumption. This will allow for segregation and reduced traffic, areas to be cleaned down, utensils/surfaces touching and transmission. |  |  |  |
| Break times | Staff, pupils, visitors | **Woman Shrugging**   * Staggered break times * Social distancing guidelines to be applied * Adequate supervision ratios to enforce social distancing guidelines * Rotate indoor / outdoor play to minimise contact * One-way systems introduced where reasonably practicable   **Sink**   * Prevent / reduce use of outdoor play equipment wherever possible as the virus lasts longer on metal surfaces * Soft play items removed (early years settings) * Water fountains taken out of use – individual beakers to be used * Rigorous cleaning regimes to be introduced.   *Please add any additional specific arrangements applicable to your school.* |  |  |  |  |
| Home time / egress from school premises | Staff, pupils, visitors | **Woman Shrugging**   * 2-meter demarcation on school egress * Pictorial notices to maintain social distancing displayed * Supervision of queues by nominated staff members * Staggered egress times * Controlled egress from building * Staff supervising egress to follow social distancing guidelines   *Please add any additional specific arrangements applicable to your school.* |  |  |  |  |
| Fire drills / Emergency situations | Staff, pupils, Contractors, visitors | **Woman Shrugging**   * Adequate numbers of trained staff to safely evacuate all personnel on the school premises * Demarcation of safe distancing in place at assembly points in line with social distancing guidelines (2 meters) where reasonably practicable * Fire drill to be undertaken within the **first week** of re-occupation   *Please add any additional specific arrangements applicable to your school.* |  |  |  |  |
| First Aid | Staff, pupils, visitors | **Comment Add**   * Adequate numbers of trained staff to administer First Aid * Check First aid boxes content and facilities available   **Sink**   * Where closer contact may be necessary, wear appropriate PPE to protect First Aider and casualty. This would include disposable gloves, disposable apron and fluid resistant surgical facemask. Eye protection is also required if the casualty is coughing, spitting or vomiting * PPE / Handwashing protocols to be followed |  |  |  |  |
| Transport Arrangements | Staff, pupils, Contractors, visitors | **Comment Add**   * Protocol in place in line with [Government Guidance](https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings)   **Woman Shrugging**   * Discussion with transport provider to confirm suitable safe protocols are in place e.g. social distancing / cleaning / hygiene and supervision arrangements. * If using your own school minibus follow the government guidance for social distancing and cleaning/hygiene and supervision arrangements.   *Please add any additional specific arrangements applicable to your school.* |  |  |  |  |
| School Trips | Staff, pupils | **Woman Shrugging**   * School trips suspended in line with current social distancing guidelines.   *Please add any additional specific arrangements applicable to your school.* |  |  |  |  |
| Reoccupation of areas which have not been in use during lockdown. | Staff, pupils, contractors, visitors.  Due to some or all parts of the school premises not being used for a period of time, inspection and testing of building services and safety devices to ensure they are in full working order is required. | **Comment Add**Visual inspection of whole school premises to identify and remedy health and safety hazards (undertaken with the schools Trade Union Health and Safety Representative)  **Comment Add**   * Building services maintained in accordance with the LBBD ‘Duty Holder Support Pack’ including: * Maintenance checks of plant and equipment undertaken – including school kitchen equipment. * Fire alarms and systems checked and operational including:   + Fire alarm panel status green   + Fire call points operational   + Emergency lighting operational   + Firefighting measures e.g. fire extinguishers, blankets all present and maintained * Gas systems maintained * Water flushing of little used outlets undertaken to minimise risk of legionella and checks/maintenance undertaken/up to date on hot and cold water systems (and pools) in accordance with Legionella water risk assessment. Every tap (hot and cold) should be run for minimum of 2 minutes in all areas of the school premises which have not been used during lockdown period * Electrical equipment and systems maintained * Electrical gate systems maintained * Lifts and lifting equipment/hoists maintained * Ventilation / air conditioning / extraction systems maintained * Asbestos management arrangements in place * Boiler room plant inspected / maintained * Fume cupboards maintenance up to date (Secondary schools only) * Identify and remedy possible vermin infestations   *Please add any additional specific arrangements applicable to your school.* | * Where possible, temporarily raise the hot water temperature (prior to wider re-occupation which will provide a disinfection of the system. * Staff to be made aware of increased temperatures. |  |  |  |
| Fire | Staff, pupils, contractors, visitors | **Comment Add**Fire risk assessment and Emergency Evacuation Plans revised to take into account areas which may not be in use and changes of use to the building.   * Personal Emergency Evacuation Plans (PEEPS) in place and revised where necessary * Ensure emergency evacuation routes out of the building are not compromised including fire doors and final exit doors.   *Please add any additional specific arrangements applicable to your school.* | * Consider if separate class assembly places are required rather than a very large gathering at one place to reduce prolonged close contact and adhere to social distancing requirements. |  |  |  |
| Someone becomes unwell | Staff, pupils, contractors, visitors | **Woman Shrugging**Protocol developed in line with [Government Guidance](https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings) to include:   * If anyone becomes unwell with a new, continuous cough or a high temperature in an education or childcare setting, they must be sent home and advised to follow the [COVID-19: guidance for households with possible coronavirus infection guidance](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance). * If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people. * If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else. * PPE should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). * In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital. * If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive * They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people. See [COVID-19: cleaning of non-healthcare settings guidance](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings) |  |  |  |  |
| Behaviour of pupils | Staff, pupils, contractors, visitors | **Comment Add**   * Review of the school’s pupil behaviour policy to ensure that they cover COVID-19 risk related incidents. * Make provision for the school to be able to sanction pupils who wilfully refuse to adhere to arrangements of social distancing and deliberately cough or spit at pupils or staff, putting them at risk. * Policy also reviewed in line with current Government guidance considering staff also.   <https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-primary-schoolsm>  *Please add any additional specific arrangements applicable to your school.* |  |  |  |  |
| Violence and aggression | Staff, pupils, visitors | **Comment Add**   * Review of the school’s violence and aggression policy to ensure that it covers COVID-19 risk related incidents. * Make provision that the school will not tolerate and will take the firmest possible action possible should any person wilfully refuses to adhere to arrangements of social distancing or deliberately expose school occupants to risk.   *Please add any additional specific arrangements applicable to your school.* |  |  |  |  |
| COSHH  Cleaning / Sanitisation products | Pupils  Due to required increased cleaning/sanitising of hard surfaces and items in classrooms, there is a need to ensure no residual traces of cleaning products / or access to the cleaning / sanitising product by children | **Sink**   * COSHH risk assessment updated to include all newly introduced cleaning products * Training provided to all staff members required to use cleaning products * Manufacturers COSHH Safety Data Sheet provided to users of chemical outlining safe use, storage, emergency arrangements and PPE to be used. * Strict instruction to staff / cleaning provider to keep any cleaning / sanitisation products stored / secure and out of reach of children at all times * Work with in house or external cleaning provider to ensure safe systems and protocols for use and storage are in place. |  |  |  |  |
| Dealing with / clearing up with Body Fluids | Staff, pupils, visitors | **Sink**   * Body Fluids protocol updated to include COVID-19 risks to include:   + Where clearing up of body fluids is required, the staff member must full appropriate PPE. This will include disposable gloves, disposable apron and fluid resistant surgical facemask and eye protection or face shield   + PPE and waste disposal protocols to be followed (double bag waste)   + Handwashing protocols to be followed   *Please add any additional specific arrangements applicable to your school.* |  |  |  |  |
| Mental Wellbeing | Staff, pupils | **Comment Add**   * Schools mental wellbeing and support mechanisms for staff and pupils reviewed   *Please add any additional specific arrangements applicable to your school.* |  |  |  |  |
| Business Continuity | Staff, pupils | **Comment Add**   * Schools Business Continuity Plan reviewed to include COVID-19 related risks   *Please add any additional specific arrangements applicable to your school.* |  |  |  |  |
| Travel Plan | Staff, pupils | **Woman Shrugging**School Travel Plan to be developed in line with [Coronavirus (COVID-19): safer travel guidance for passengers](https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers)  Parents should be encouraged where possible to walk or cycle their children to school rather than using any form of transport. This will encourage healthy lifestyle; help reduce pollution and avoid overcrowding at car parks and help maintain social distancing.  *Please add any additional specific arrangements applicable to your school.* |  |  |  |  |
| Other? |  | *Please add any additional specific arrangements applicable to your school.* |  |  |  |  |
| Other? |  | *Please add any additional specific arrangements applicable to your school.* |  |  |  |  |
| Other? |  | *Please add any additional specific arrangements applicable to your school.* |  |  |  |  |
| Other? |  | *Please add any additional specific arrangements applicable to your school.* |  |  |  |  |

It is important you discuss your assessment and proposed action with employees and their representatives. A risk assessment is only effective if you and your employees act on it. You must follow through with any actions required and review it on a regular basis. You should review your risk assessment if you think it may no longer be valid e.g. following an accident/incident, or if there are significant changes to the hazards in your workplace, such as new equipment or work activities. You should consider, at a minimum, an annual review of your assessment. Risk assessment guidance is available for further information and advice on carrying out a risk assessment.

<https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020>

**Appendix 1 V2 DRAFT**

**Employees in the increased risk groups for Covid-19**

**Protecting our staff – returning to work and Health Risk Assessments**

This document explains how to carry out an initial health risk assessment to enable an early review of risks, mitigation and controls for employees in vulnerable groups who work in front line roles.

It builds in, where appropriate, a role for Occupational Health to support the employee and manager in agreeing and implementing recommendations.

**Protecting front line staff**

In response to the Covid-19 pandemic, employers have been advised to:

* Think creatively about how to enable social distancing at work, such as:
* changing the layout of workplaces
* adjusting shift patterns
* staggering commute times
* control measures for reducing risks such as virtual contact with residents as opposed to home visits where this is possible.
* Putting in place Personal Protective Equipment (and guidance for use for specific roles) as required by risk assessments.
* Ensuring that key workers are aware of testing arrangements and supported for a safe return to work.

**Responding to these issues**

In response, the council has:

* Undertaken risk assessments for many roles and staff groups, taking into account the Government’s “Working Safely during Covid-19” guidance and expectations for Covid-19 secure workplaces.
* Applied Government and Public Health England (PHE) guidance for PPE in our own visual guides for key workers which help staff work safely; ensure staff feel supported in their work and protect local services.
* Advised staff in specific groups which are potentially more vulnerable to practice robust social distancing measures.
* Closely followed all relevant Government and PHE guidance about social distancing, self-isolation and shield and protect arrangements
* Ensured that employees in clinically vulnerable or extremely vulnerable groups have adhered to these arrangements.

**The following section explains about the different vulnerable groups, and the action that should be taken for each of them.**

**Clinically Extremely Vulnerable**

Individuals identified as being clinically extremely vulnerable (those with serious underlying health conditions), which puts them at very high risk of severe illness from coronavirus, and who are advised by the NHS that they should not work outside the home must rigorously follow shielding measures in order to keep themselves safe.

Read [COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable](https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19) for more advice.

* If they can work from home they will continue to do so. In some cases, work can be reorganised to facilitate this.
* In other situations, some key workers (such as loaders, drivers and caretakers) will be unable to work from home. They are expected to stay at home on full pay. A letter setting out these arrangements should be provided and they will be kept under review pending Government and PHE guidance. Alternative work will also be explored, subject to a skills survey and review.
* Similar arrangements are in place for our employees who live with someone who is shielding. An application process should be followed and managers must discuss this with their HR Adviser.

**Clinically Vulnerable**

Employees who are at higher risk (people with some pre-existing conditions, aged 70 (regardless of medical condition) or pregnant), as set out in the [Staying at home and away from others (social distancing) guidance](https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing#clinically-vulnerable-people) are advised to take extra care in observing social distancing and should work from home where possible.

If individuals are clinically vulnerable (but not clinically extremely vulnerable) and due to the nature of their role, unable to work from home, the manager will undertake a health risk assessment and make a fast track referral to Occupational Health using the OH Covid-19 Specific management referral form. <https://lbbd.sharepoint.com/sites/IntTp/HR/Pages/Occupational-Health.aspx> or contact Occupational health via:

Email: [occupationalhealth@lbbd.gov.uk](mailto:occupationalhealth@lbbd.gov.uk)

Telephone: 020 8227 3509

* Occupational Health will call the employee, review the risk assessment and advise on whether the person can work, work with restrictions, or should remain at home.
* Employees who are unable to work and are at home will be provided with a letter to confirm their arrangements.

Schools which do not buy in to LBBD Occupational Health service should contact their own Occupational Health provider for medical advice.

**BAME Employees**

Emerging UK and international data suggest that people from Black, Asian and Minority Ethnic (BAME) backgrounds are also being disproportionately affected by Covid-19. PHE have been asked by the Department for Health & Social Care (DHSC) to investigate this. In advance of this work, this health risk assessment has been produced to assist in making appropriate arrangements.

Line managers should identify any existing underlying health conditions that may increase the risks for BAME employees undertaking their frontline roles, in any capacity. Some research points to risk factors relating to over 55 or with other health vulnerabilities. Until the review by PHE has been concluded and more evidence is available, we are recommending that that the health risk assessment is undertaken with all BAME employees in front line roles.

**Health Risk Assessment**

In undertaking a health risk assessment, the standard hierarchy of risk management should be followed.

When managing hazards and risks, the Hierarchy of Controls must be applied (working top down) as set out below.

**Elimination**   
The hazard, task or activity is physically removed or abandoned

**Substitution**   
Replace a material or process with a less hazardous

**Engineering Controls**   
Isolate staff, pupils, visitors from the hazard

**Administrative Controls**   
Identify and implement procedures to maximise safe working

**Personal Protective Equipment (PPE)**  
Only to be considered if measures above would be ineffective to control risks

1. If possible, remove the hazard.
2. If not possible, seek to control the hazard
3. If not possible, protect the worker.

In the current situation, a health assessment by Occupational Health of all employees in the council will not be practicable and it is not unreasonable for managers to ask their staff about the presence of any underlying health condition, subject to this being dealt with sensitively and confidentiality.

The line manager should undertake an initial assessment with the employee of:

* The issues and potential risk factors and how mitigation can be enabled in the way in which the work is undertaken. This includes safe systems of work, social distancing, hygiene measures and the use of appropriate personal protective equipment (PPE)
* Any temporary or alternative working arrangements that can be put in place to enable the key elements of the job role to be done.

The form below has been developed to support managers with this assessment.

Occupational Health will then review the assessment and support or provide additional recommendations.

**CONFIDENTIAL**

**Health Risk Assessment:** Exposure to Covid-19, impact on current heath condition

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **General Information** | | | | | |
| **Employee Name** |  | | **Job Title** |  | |
| **Line manager** |  | | **Job title** |  | |
| **Location / Area:** |  | | **Working hours:** |  | |
| **Date of Assessment:** |  | | **Review date** |  | |
| **Individuals underlying health condition category / other factors:** | Please tick appropriate box: | **ü** | **Current post involves:** | Please tick appropriate box: | **ü** |
| Notified as on 12 week Clinically Extremely Vulnerable (**Shielding** very high-risk group) |  | Directly caring for Covid-19 service users (tested as positive) and undertakes Aerosol generating procedures (AGPs) |  |
| **Clinically Vulnerable** – pregnant, over 70 or  underlying health condition as per PHE list |  | Directly caring for Covid-19 service users (tested as positive) – not undertaking AGPs |  |
| **BAME Employee** |  | Directly caring for service users not tested / unknown Covid-19 status but within 2 meters of patient – within any setting |  |
|  |  | Proving a service which involves levels of face to face interactions with service users / members of the public |  |
|  |  | Proving a service to colleagues (e.g. training) |  |

| **What are you already doing?** | | |
| --- | --- | --- |
| **Aspects** | **Current Position** | **Additional action to reduce risk** |
| Can *this* work be done at home? |  |  |
| Could *alternative* work be undertaken at home or elsewhere in the school? |  |  |
| Can face to face interactions be limited and move to virtual working? |  |  |
| If they can’t, will they be able to work at 2m social distancing |  |  |
| What arrangements are in place / will be put into place to ensure regular contact / wellbeing? |  |  |
| Can work times be adjusted to reduce the use of public transport, especially at peak times. |  |  |
| Can work times within the team be staggered to reduce group sizes? |  |  |
| Can the layout of the workplace be adjusted to allow for 2-metre social distancing? |  |  |
| Is Personal Protective Equipment readily available (including hand sanitiser for mobile working) where a need is identified? |  |  |
| Other considerations: |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Assessment** | | | | |
| *Please tick appropriate box:* | | **ü** | Monitoring / further action: | |
| Actions agreed as detailed above reduce the risks to the employee | |  | Local manager to review and monitor. | |
| Actions agreed as detailed above do not fully reduce the risks to the colleague / some concerns remain. | |  | Refer employee to Occupational Health for further advice and support | |
| **Additional notes** | | | | |
| *Please add any additional notes as appropriate* | | | | |
| **Employee signature** |  | | **Date signed** |  |
| **Print Name** |  | |  |  |
| **Manager’s signature** |  | | **Date signed** |  |
| **Print Name** |  | |  |  |