

Harden Primary School  
Health and Safety Risk Assessment  
September 2020



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## COVID-19: Generic Health and safety risk assessment

Please note: this risk assessment should be undertaken in conjunction with the guidance on school reopening issued by the Department for Education as follows:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

[Coronavirus \(COVID-19\): implementing protective measures in education and childcare settings](#)

[Safe working in education, childcare and children's social care settings, including the use of personal protective equipment \(PPE\)](#)

<b>School name:</b>	Harden Primary School	<b>Assessment conducted by – name:</b>	Kirsty Hutchinson
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<b>Covered by this assessment:</b>	staff, pupils, contractors, visitors, volunteers, vulnerable people	<b>Assessment conducted by – job title:</b>	Headteacher
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<b>Assessment date:</b>	24/08/2020	<b>Review interval:</b>	Daily week 1, weekly from week 2	<b>Date of next review:</b>	18/09/2020
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**Note:** Risks assessments must be reviewed quarterly, whenever there is a significant change in the activity and following any incident. Risk assessments must be retained for a period of 6 years.

Related documents	
<b>Trust/Local Authority documents:</b>	<b>Government guidance:</b> <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a> <a href="#">Coronavirus (COVID-19): implementing protective measures in education and childcare settings</a> <a href="#">Safe working in education, childcare and children's social care</a> <a href="#">Coronavirus (COVID-19) Collection: guidance for schools and other educational settings</a> <a href="#">Actions for schools during the coronavirus outbreak</a> <a href="#">Coronavirus (COVID-19): Education and childcare</a> <a href="#">COVID-19: cleaning in non-healthcare settings</a>

### Risk matrix

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

Area for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further measures required/ comments (including by whom and by when)	In place? (Yes/No)	Residual risk rating (H/M/L)
<b>Infection control</b>						
<b>Spread of COVID-19 due to poor hygiene and infection control</b>	H	<ul style="list-style-type: none"> <li>• Current government guidance is being applied, and specifically the 9 PHE system of control measures set out in the latest government guidance are in place as follows:</li> </ul> <p><b>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</b></p> <p>The information below is included in the school's reopening plan. This information is issued at staff and pupil briefings and in letters home to parents:</p> <ul style="list-style-type: none"> <li>• Anyone with symptoms must remain at home and self-isolate for 7 days from testing positive. Anyone in their household needs to self-isolate for 14 days (including siblings).</li> <li>• Any pupil or staff member needs to go home immediately if they have symptoms. They should take a test as soon as possible.</li> <li>• A child with symptoms awaiting collection needs to be isolated and kept at a distance of 2m from the supervising staff member, ideally in a well-ventilated place. PPE is required if this distance cannot be maintained or there is a risk of contaminated bodily fluids.</li> <li>• If the child uses the bathroom, it must be thoroughly disinfected before use by anyone else.</li> <li>• Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with disinfectant after they have left to reduce the risk of passing the infection on to other people.</li> <li>• Routinely taking the temperature of pupils is not recommended by Public Health England as this is an unreliable method for identifying coronavirus (COVID-19).</li> </ul>	Y	<ul style="list-style-type: none"> <li>• <i>Designated toilets/handwashing station identified for each bubble.</i></li> <li>• <i>Cleaning products are available in each room.</i></li> </ul>	Y	L

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		<p>In addition:</p> <ul style="list-style-type: none"> <li>• Staff are reminded that they have received training on infection control that gives them a good understanding of how the spread of coronavirus occurs and can be mitigated.</li> <li>• Infection control training is arranged for new staff.</li> </ul> <p><b>2. Clean hands thoroughly more often than usual</b></p> <ul style="list-style-type: none"> <li>• Handwashing / sanitising is scheduled into the school day. It takes place <b>as a minimum</b>: when pupils, staff or visitors enter the school; at break; before and after lunch; before leaving school; whenever the toilet is used.</li> <li>• It is defined which bubbles are using which toilets and sinks.</li> <li>• A tick sheet/ board is maintained when handwashing has taken place as a visual reminder.</li> <li>• Handwashing routines are re-taught to pupils using suitable video.</li> <li>• Checks are scheduled during the day on stocks of hand sanitiser, soap and paper towels. Steps are taken to ensure that there is sufficient supply in school.</li> </ul> <p><b>3. Ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach</b></p> <ul style="list-style-type: none"> <li>• Posters are downloaded/made/bought that remind pupils and staff about the approach and the importance of handwashing and are displayed around the school, particularly by washbasins/ toilets and at entry/exit points</li> <li>• The location of bins around the school is checked on, and more are ordered if necessary.</li> <li>• A schedule for bins to be emptied / disinfected is in place and is adhered to.</li> <li>• Pupils using public transport are reminded of the need to wear face coverings/masks.</li> <li>• A stock of masks is maintained and made available for staff who can’t socially distance (for use if they are required to provide first aid / intimate care to pupils with COVID-19 symptoms) and for pupils who do not have a mask for use on public transport.</li> </ul>				

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		<p><b>4. Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach</b></p> <ul style="list-style-type: none"> <li>• The school’s Headteacher ensures delivery of the induction package to cleaning staff so they fully understand their role in preventing the spread of coronavirus.</li> <li>• The cleaning schedule is reviewed and if necessary additional staff hours are provided to ensure that DfE listed criteria are met.</li> <li>• Stock checks and stock control are maintained.</li> </ul> <p><b>5. Minimise contact between individuals and maintain social distancing wherever possible</b></p> <ul style="list-style-type: none"> <li>• Bubbles are extended to full class size.</li> <li>• Staff are kept consistent with each bubble as far as possible.</li> <li>• In class, furniture is arranged so that children are facing forwards and sitting side by side.</li> <li>• Any furniture that is surplus to requirements is removed.</li> <li>• As far as possible, children are taught not to touch each other or staff. This will involve re-learning about play time.</li> <li>• No more than 1 year group ever occupies a shared space (hall, dining room etc) at one time. A 2m distance between the bubbles is maintained when 2 or 3 classes/ bubbles (from the same year group) are together in the same space.</li> <li>• Staggered start and finish times, staggered break times and staggered lunch times are implemented.</li> <li>• Children are taught in age appropriate ways about coronavirus, how it is spread and how they can play their part in keeping everyone safe.</li> <li>• For each class/bubble, basic equipment (such as pen/ pencil/ eraser/ ruler) that pupils routinely need is collated and kept in separate bags. These are made available to any pupil who does not have their own equipment. Each pupil keeps this bag of equipment for their own use.</li> <li>• Resources are boxed, including library books, that are needed for particular classes, to avoid pupils using shared areas such as the school library.</li> </ul>				

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		<p><b>6. Where necessary, wear appropriate personal protective equipment (PPE)</b></p> <ul style="list-style-type: none"> <li>• The school continues to maintain and monitor stocks of PPE and has access to supplier lists.</li> <li>• Staff are supplied with PPE when supervising a pupil who has symptoms of COVID-19 (if 2m social distancing cannot be ensured) and for the provision of routine intimate care to pupils that involves the use of PPE.</li> <li>• Gloves and aprons are provided for cleaning staff.</li> <li>• Face masks are worn by staff when cleaning visible bodily fluids from suspected COVID-19 case.</li> <li>• Stocks of PPE are regularly monitored and replenished</li> </ul> <p><b>7. Engage with the NHS Test and Trace process</b></p> <ul style="list-style-type: none"> <li>• School leaders understand the complexity of the arrangements for testing and self-isolation and ensure that staff and parents are fully aware of them. Special advice sheets are prepared in the event that a child is sent home with symptoms, for the parents of that child and other members of the bubble.</li> <li>• Staff induction for return to school includes information about the NHS Test and Trace process.</li> </ul> <p><b>8. Manage confirmed cases of coronavirus (COVID-19) amongst the school community</b></p> <ul style="list-style-type: none"> <li>• Contact details for local Public Health England team and local authority health and safety team are readily to hand.</li> <li>• A clear process is in place for notifying the local health protection team and the local authority of any cases that test positive.</li> <li>• A spreadsheet is maintained to record all staff and pupils who are self-isolating who have tested positive. These spreadsheets are kept up to date.</li> <li>• Use is made of any template letters provided by Public Health England / local authority as directed locally.</li> </ul> <p><b>9. Contain any outbreak by following local health protection team advice</b></p> <ul style="list-style-type: none"> <li>• Advice provided by the local health protection team is acted on immediately.</li> </ul>				

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		<ul style="list-style-type: none"> <li>• Good working relationships are established and maintained enabling rapid communication with local authorities and local Public Health England.</li> </ul>				
<b>Pupils operate in discrete class group 'bubbles' but there are risks of these bubbles mixing at certain times</b>		<ul style="list-style-type: none"> <li>• Current government guidance is being applied.</li> <li>• Each discrete class group 'bubble' remains in their own classroom where most of their learning will take place.</li> <li>• Pupils observe hygiene guidance and wash hands frequently.</li> <li>• Teachers moving between groups comply with social distancing and hygiene guidance.</li> <li>• Timetable and arrangements for each bubble avoid contact between bubbles when moving outside their designated space.</li> <li>• Staggered arrival and leaving times; break times and lunch times are in place.</li> </ul>	Y			L
<b>Maintaining effective social distancing to prevent spread of COVID-19</b>		<ul style="list-style-type: none"> <li>• Current government guidance is being applied.</li> <li>• Pupils are operating in discrete class group 'bubbles'.</li> <li>• Expectations of social distancing are established and communicated to all staff and relevant pupils before school reopens. For pupils this includes expectations within and outside their bubble. For teachers this includes expectations on social distancing at all times, and when moving between bubbles.</li> <li>• Staff and pupils are regularly reminded about social distancing.</li> <li>• Clear social distancing signage is in place throughout the school.</li> <li>• Arrangements have been made for assigned pupils and staff only to mix in their small, consistent group or 'bubble'.</li> <li>• Supervision and staggering of break times prevents pupils from different bubbles from mixing in toilets.</li> <li>• Arrangements for the provision of PPA do not undermine the integrity of any bubble.</li> <li>• Where necessary, classrooms have been remodelled so that pupils are in rows facing the front.</li> <li>• Spare chairs and desks have been removed.</li> <li>• Classrooms are well-ventilated.</li> <li>• Outdoor learning is incorporated into the curriculum where possible, although outdoor play equipment must not be</li> </ul>	Y			L



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		<p>used without thorough cleaning between usage of pupils from different 'bubbles'.</p> <ul style="list-style-type: none"> <li>• Floor markings clearly demarcate social distancing measures in areas where queues may form (e.g. dining room, corridors, reception).</li> <li>• Whole staff meetings, congregational assemblies and other large gatherings are cancelled. The maximum group size in which pupils can be brought together is one year group, but class group bubbles are kept at least 2 metres apart.</li> <li>• Signage is in place to deter parents from gathering at the school gate.</li> <li>• Restrictions are placed on the number of staff using staff rooms and communal working spaces at any one time.</li> <li>• Arrangements are put in place in kitchens to remind staff of the need to work separately from each other.</li> <li>• Increased supervision levels for younger pupils support social distancing during lessons and at social times.</li> <li>• Access to toilets is planned and managed to avoid large groups/queues from forming.</li> <li>• Activities that involve shared resources/equipment are avoided.</li> <li>• Where possible, one-way systems are implemented for circulation. Routes are clearly marked with appropriate signage.</li> <li>• Appropriate signage and floor markings are in place to protect reception staff so that they can remain at a distance of 2m from any visitors. Where possible, they are further protected by screens.</li> <li>• Dining area layouts are configured to ensure separation of diners. Tables/chairs are cordoned off where distancing is not possible.</li> <li>• Breaks are staggered (where necessary) and designated areas are used by particular groups of pupils during social times (both inside and outside the building).</li> <li>• Pupil behaviour policy has been reviewed and updated in light of the new discrete class group bubble arrangements and social distancing with clear sanctions in place for anyone ignoring or deliberately flouting the rules, including exclusion where required.</li> </ul>				

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		<ul style="list-style-type: none"> <li>Senior management closely monitor compliance with the bubble arrangements and social distancing and adjust procedures where necessary.</li> </ul>				
<p><b>There is a member of staff or pupil with suspected COVID-19 symptoms in school</b></p>		<ul style="list-style-type: none"> <li>Current government guidance is being applied.</li> <li>The school engages fully with the NHS Test and Trace process and staff and parents understand and act on their obligations under NHS Test and Trace to get tested if they show symptoms of COVID-19</li> <li>Advice is sought from the local public health protection team and acted on according to the result of the test. If the test is positive this may mean sending other pupils in the bubble home to isolate together with staff members who may have been in close contact as defined in the latest government guidance (families of staff/pupils without symptoms do not need to self-isolate unless the staff member/pupil develops symptoms).</li> <li>Staff, pupils and parents have been briefed regarding the need to self-isolate with symptoms or if anyone in household has symptoms in accordance with the latest government guidance.</li> <li>Procedures are in place to ensure that staff, pupils or visitors do not enter the school if: they have COVID-19 symptoms/ live with someone who has COVID-19 symptoms / have been told to self-isolate by a healthcare professional until is safe to do so according to the latest government guidance.</li> <li>Any staff/pupils who become unwell at school must be isolated immediately and sent home as soon as possible with arrangements made for them to take a test under NHS Test and Trace.</li> <li>A room and separate toilet have been designated to accommodate any suspected case whilst they are waiting to be collected. Additional spaces have been identified in the event of multiple simultaneous cases arising.</li> <li>Arrangements are in place for staff supervision of any pupil displaying COVID-19 symptoms (2m distancing should be observed and where this is not possible, they should wear suitable PPE).</li> <li>Staff and pupil absence related to COVID-19 is monitored and carefully tracked so that no pupils or staff are accepted</li> </ul>	Y	<ul style="list-style-type: none"> <li></li> </ul>		L

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		<p>back into school before the incubation timeline has elapsed as set out in the latest government guidance.</p> <ul style="list-style-type: none"> <li>• Arrangements are in place to notify the Trust/Local Authority of any pupils or staff who test positive for COVID-19.</li> <li>• Pupils suspected of having COVID-19 will be sent home until confirmation of a test result under NHS Test and Trace is received and advice is received from the local health protection team.</li> </ul>				
Access to /egress from site		<ul style="list-style-type: none"> <li>• Arrangements for dropping off and picking up pupils have been reviewed. Staggered arrivals/pick-ups have been scheduled.</li> <li>• Parents have been told to avoid congregating at the school entrance.</li> <li>• Staff, pupils and parents have been briefed regarding new arrangements, including staggered start/finish times.</li> <li>• Supervision supports the observation of social distancing rules when pupils get in and out of vehicles near the school entrance.</li> <li>• The number of entrances and exits to be used has been maximised. Separate managed entrances/exits are used for different groups.</li> <li>• Outside doors are used to access classrooms directly where these are available.</li> <li>• No non-essential visitors are admitted to school.</li> <li>• Procedure is in place for receptionist to check that no one enters the school who has COVID-19 symptoms or lives with someone who has COVID-19 symptoms.</li> <li>• Staff, where possible, use their ID badge to sign in hands-free.</li> <li>• If the signing in screen is used, the member of staff is directed to use hand sanitiser before and after using the touch screen.</li> <li>• The signing in touch screen is cleaned frequently with disinfectant wipes.</li> <li>• A dedicated waiting area and meeting room is made available for visitors, adjacent to reception where possible.</li> <li>• Protocols are agreed with transport provider(s) to reflect social distancing so that pupils do not sit next to each other</li> </ul>	Y	<ul style="list-style-type: none"> <li>•</li> </ul>		L

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		<ul style="list-style-type: none"> <li>on buses /in contracted taxis unless they are in the same 'bubble'</li> <li>Recommendations are made to parents/pupils to avoid using public transport where possible.</li> <li>Designated person(s) are assigned to receive deliveries.</li> <li>Deliveries are managed effectively in a timely manner, with recipients adhering to social distancing and wearing PPE where appropriate.</li> </ul>				
<b>Lack of / incorrect use of PPE or inappropriate disposal leading to increased risk of infection</b>		<ul style="list-style-type: none"> <li>The latest government guidance on wearing PPE in schools is applied.</li> <li>Guidance has been issued to staff around need for and how to put on and take off PPE correctly.</li> <li>The need for PPE in some circumstances, such as providing intimate care, will be subject to a thorough individual risk assessment.</li> <li>Adequate supplies of PPE are secured for staff where risk assessment identifies wearing of PPE is required.</li> <li>Spill kits are available to be used when cleaning visible bodily fluids produced by a person with coronavirus (COVID-19) to reduce the risk of contamination.</li> <li>Guidance has been issued regarding the correct disposal of PPE.</li> <li>Staff will be provided with face masks if specifically required. Gloves and aprons will also be available if required.</li> </ul>	Y	<ul style="list-style-type: none"> <li></li> </ul>		L
<b>Staff and pupil wellbeing</b>						
<b>Staff and pupils (or close family members), which current evidence suggests, have increased vulnerability to infection or poorer outcomes from COVID-19</b>		<ul style="list-style-type: none"> <li>The latest government guidance is applied.</li> <li>The assumption that most staff and pupils, including those who have been shielding, are clinically vulnerable or are extremely clinically vulnerable will return to school is communicated clearly.</li> <li>An audit has been undertaken to assess the vulnerability of staff (and close family members), including those who are extremely clinically vulnerable and clinically vulnerable.</li> <li>An audit has been undertaken to assess the vulnerability of pupils (and close family members).</li> <li>Separate risk assessments have been undertaken for staff and pupils who are clinically vulnerable, or who have family</li> </ul>	Y	<ul style="list-style-type: none"> <li></li> </ul>		L

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		<p>members who are extremely clinically vulnerable and clinically vulnerable.</p> <ul style="list-style-type: none"> <li>Discussions are held with staff and parents where specific circumstances may apply in line with the latest government guidance, and decisions are made accordingly on attendance at school.</li> <li>Provision of support and individual risk assessments are put in place as necessary for individuals and groups in the school that are at increased risk from COVID-19 because of contextual factors (e.g. staff and pupils who are BAME, staff who are aged 55 or over).</li> </ul>				
<b>Mental health concerns for staff and pupils due to COVID-19</b>		<ul style="list-style-type: none"> <li>Wellbeing/mental health issues are discussed with pupils during PSHE/assemblies and at other appropriate opportunities.</li> <li>Age-appropriate websites/resources are provided for pupils. Staff direct pupils to these resources and are open to discussing them.</li> <li>Staff are directed to useful websites and resources that they might find helpful themselves.</li> <li>Line managers stay in touch regularly with staff and check that they are well.</li> <li>Staff briefings and training focus on wellbeing, recognising the importance of their own wellbeing and that of their pupils.</li> <li>Appropriate work plans are agreed with staff and support is provided where necessary.</li> <li>Staff working from home help to provide remote learning for any pupils who are not at school.</li> <li>Staff are considered as individuals and managed accordingly.</li> <li>Wellbeing and work-life balance are promoted with all staff.</li> <li>The school has access to trained staff who can deliver any bereavement counselling and support.</li> </ul>	Y	•		L
<b>Operational issues</b>						
<b>Existing site maintenance regimes are not up to date and/or all systems are not operational</b>		<ul style="list-style-type: none"> <li>Current government guidance is being applied.</li> <li>All utilities and systems (including gas, heating, water supply, mechanical and electrical systems and catering equipment) have been re-commissioned before reopening as would have been the case after a long holiday period.</li> </ul>	Y	•		L

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		<ul style="list-style-type: none"> <li>Where water systems have not been maintained in line with required schedules, they have been chlorinated, flushed and certified by a specialist contractor prior to reopening.</li> <li>Pest control is being utilised where necessary.</li> <li>Ventilation systems have been tested and any practical improvements to improve ventilation have been put in place</li> <li>A health and safety site inspection will take place prior to reopening.</li> </ul>				
<b>Current policies and procedures have not been adapted/updated to take account of COVID-19 impact</b>		<ul style="list-style-type: none"> <li>Existing policies and procedures have been updated/adapted to take account of COVID-19 impact.</li> <li>Fire procedures have been reviewed and revised where required, e.g. due to:                             <ul style="list-style-type: none"> <li>pupils operating in discrete class group bubbles</li> <li>possible absence of Fire Marshalls</li> <li>social distancing rules during evacuation and at muster points</li> </ul> </li> <li>Staff and pupils have been briefed on any new evacuation procedures.</li> <li>Incident controller and Fire Marshalls have been trained/ briefed appropriately.</li> <li>A staff rota for additional Fire Marshalls has been drawn up to cover any absences. Any additional staff temporarily taking on the role have been briefed accordingly.</li> </ul>	Y	<ul style="list-style-type: none"> <li></li> </ul>		L
<b>Third party contractors on-site whilst school is in operation may pose a risk to social distancing and infection control</b>		<ul style="list-style-type: none"> <li>Assurances have been sought from the contractors that all staff attending the setting will be in good health (symptom free) and that contractors have procedures in place to ensure effective social distancing is maintained at all times.</li> <li>In addition to arrangements for COVID-19, normal contractor procedures are being applied and have been updated in light of COVID-19 (including contractor risk assessments and method statements, and contractor induction) and these have been reviewed.</li> </ul>	Y	<ul style="list-style-type: none"> <li></li> </ul>		L
<b>Staff shortages due to absence may compromise operational safety</b>		<ul style="list-style-type: none"> <li>The health status and availability of every member of staff is regularly updated so that deployment can be planned.</li> <li>All SLT/senior staff members are briefed on each other's roles in order to avoid any single point of failure.</li> <li>Sufficient cover/supply staff are available.</li> </ul>	Y	<ul style="list-style-type: none"> <li></li> </ul>		L

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		<ul style="list-style-type: none"> <li>• Roles have been reallocated to cover any critical functions where appropriate. Staff have appropriate competences and training to fulfil their roles.</li> <li>• Staff have been trained /briefed across disciplines to avoid any single points of failure.</li> <li>• There are sufficient qualified first aiders to cover the numbers of staff and pupils on site.</li> </ul>				