

## Coronavirus Risk Assessment for Education

Coronavirus Risk Assessment for Education							
Location/Dept: Rainham Mark Grammar School				Date Assessed: 03/03/2021		Assessed by: ATM/SMayes/MBr	
Task/Activity: Dealing with coronavirus				Review Date: next change to guidance		Reference Number: 3	
Task	Hazard/Risk	Persons at risk	Controls in place	Severity (1-5)	Likelihood (1-5)	Risk/ Priority	Additional controls required
	Contact with persons suffering from coronavirus	Employees Pupils Contractors Visitors	<p>If an employee, pupil or known visitor tests positive for coronavirus, further advice will be sought from the local Health Protection Team. They will take over the risk assessment process from that point.</p> <p>Once symptomatic, all surfaces that the person has come into significant contact with must be cleaned, including:</p> <ul style="list-style-type: none"> <li>• All surfaces and objects which are visibly contaminated with body fluids; and</li> <li>• All potentially contaminated high-contact areas such as toilets, door handles, telephones, etc.</li> </ul> <p>Public areas where a symptomatic individual has passed through and spent minimal time in (such as corridors) but which are not visibly contaminated with bodily fluids do not need to be specially cleaned and disinfected.</p> <p>If a person becomes ill in a shared space, these should be cleaned using disposable cloths and household detergents, according to current recommended workplace legislation and practice.</p>	3	3	9	<p>Guidance and recommended risk control measures will be sourced directly from the DfE website wherever possible.</p> <p>Control measures will be revised and updated daily when the latest government guidance is released.</p>

	Contact with persons who may have been exposed to coronavirus	Employees Pupils Contractors Visitors	<p>Employees or pupils who are suspected to have coronavirus are to self-isolate in accordance with the government guidance.</p> <p>Other persons who may have been exposed to coronavirus have been instructed by the government guidance to self-isolate.</p>				<p>Guidance and recommended risk control measures will be sourced directly from the DfE website wherever possible.</p> <p>Control measures will be revised and updated daily when the latest government guidance is released.</p>
	Contact with packages (food, stationary, post deliveries) or items handled by persons who may have been exposed to coronavirus	Employees Pupils Contractors Visitors	<p>All existing risk assessments will be maintained and followed. There is currently no perceived increase in risk for handling post or freight from specified areas.</p> <p>Kitchen staff to maintain good hygiene in line with the school's HACCP.</p> <p>Posters promoting good hand hygiene displayed in food areas.</p>	3	2	6	<p>Guidance and recommended risk control measures will be sourced directly from the DfE website wherever possible.</p> <p>Control measures will be revised and updated daily when the latest government guidance is released.</p>
	Disposal of waste that may be contaminated by a coronavirus sufferer		<p>All waste that has been in contact with the relevant person, including used tissues, and masks if used, should be put in a plastic rubbish bag and tied when full. The plastic bag should then be placed in a second bin bag and tied. It should be put in a safe place and marked for storage until the result is available. If the individual tests negative, this can be put in the normal waste.</p> <p>Should the person test positive, the Health Protection Team will provide instructions about what to do with the waste.</p>	3	2	6	
	Contracting and spreading of infection	Employees Pupils Contractors	Basic infection controls should be followed as recommended by the government:	3	3	9	Guidance and recommended risk control measures will be sourced

		Visitors	<ul style="list-style-type: none"> <li>• Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze.</li> <li>• Put used tissues in the bin straight away.</li> <li>• Wash your hands with soap and water often – use hand sanitiser gel if soap and water are not available.</li> <li>• Hand sanitiser to be available in each classroom (in use), entrances and exits of buildings, near lunchrooms and toilets. Pupils asked to provide their own sanitiser if possible.</li> <li>• Try to avoid close contact with people who are unwell.</li> <li>• Clean and disinfect frequently-touched objects and surfaces.</li> <li>• Do not touch your eyes, nose or mouth if your hands are not clean.</li> <li>• Undertake the COVID-19 Daily Management Checklist.</li> <li>• Undertake the COVID-19 Daily Cleaning Checklist.</li> <li>• Clean the school building(s) on a daily basis, including frequently-touched surfaces (railings, lunch tables, sports equipment, door and window handles, toys, teaching and learning aides, etc.).</li> <li>• Undertake the COVID-19 Contractor Checklist – inviting contractors on site.</li> <li>• Undertake the COVID-19 Vulnerable Persons Risk Assessment.</li> <li>• Students to be advised of rules and regulations to be followed in school on a regular basis.</li> <li>• Community events/meetings cancelled until further notice.</li> <li>• Governors meetings cancelled/held remotely until further notice.</li> </ul>				<p>directly from the DfE website wherever possible.</p> <p>Control measures will be revised and updated daily when the latest government guidance is released.</p>
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			<ul style="list-style-type: none"> <li>• Up-to-date emergency contact details held.</li> <li>• New and expectant mothers risk assessment completed.</li> <li>• Windows opened to allow ventilation.</li> <li>• Doors to be propped open during entry/exit to minimise use of handles.</li> <li>• Class ratios monitored by teaching staff. Class sizes limited to 'cohorts' and timetables changed in order to effectively reduce mixing of classes.</li> <li>• No parents allowed on site unless by invitation.</li> <li>• Staggered start and finish time to reduce contact between year groups. Communication to parents sent out regarding collecting and dropping off children to prevent 'gathering'.</li> <li>• Staggered lunch and break service to prevent contact between year groups. Students in main hall must remain in marked zones. Designated areas to be maintained outside for year groups. Students to remain in form rooms during wet weather.</li> <li>• Usage of COVID-19 Return to Work Form with staff.</li> <li>• Regular family contact to ensure that children from families with symptoms do not attend school.</li> <li>• All desks to be forward facing where possible.</li> <li>• 1m exclusion zone marked around teacher desk.</li> <li>• Minimal movement around school and student to remain in zones as much as possible.</li> <li>• Refer to separate children with (EHC) Plans in place risk assessments.</li> <li>• Cycle storage facilities available – employees and pupils encouraged to walk/cycle to school (where feasible).</li> </ul>			
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- Adequate supplies of facemasks, eye protection, gloves and aprons are available for pupils who become unwell at school and need direct personal care – two-metre distancing cannot be maintained.
- Face coverings to be worn by staff in indoor spaces where social distancing is not possible, except in classrooms (with the usual exemptions). Anyone may choose to wear a face covering if they choose.
- Classrooms with external doors to be used where possible.
- Use of outdoor spaces for teaching and learning where possible.
- Shared materials/resources limited for those pupils/staff that need to take these homes.
- All students required to sanitise hands before and after using IT suites.
- Additional cleaning provision made for PE equipment.
- Use of test and trace apps by individuals to establish data when available.
- Records maintained of staff/pupils who have been tested for COVID-19.
- Close liaison between families regarding symptoms – the school will not monitor temperatures.
- Regular lateral flow tests to be encouraged in line with DfE guidance

Persons worried about symptoms should use the NHS 111, only call if they cannot get help online, and NOT go to their GP or other healthcare centre.

*Where eligible, employees are strongly recommended to take part in the government's*

			<i>testing programme for COVID-19 and ensure that the results are communicated to senior management. If the test results reveal that the individual has contracted COVID-19, action will be taken as prescribed in the Emergency Action Plan and a decision will be made on when they can return to work.</i>				
Welfare Hand-contact points Poor hygiene and welfare conditions leading to staff discomfort or illness	Staff Visitors Delivery drivers Pupils	<ul style="list-style-type: none"> <li>Toilets to have a regular supply of hot and cold water complete with soap and towels.</li> <li>Hand sanitiser available (where required).</li> <li>Kitchen area to have a safe supply of mains cold water.</li> <li>Hand-contact points cleaned daily/where practicable.</li> <li>Toilets and kitchen area to be regularly cleaned.</li> <li>Additional signage to reinforce expectations displayed.</li> </ul>	3	3	9		
Infection control	Staff Visitors Delivery drivers Pupils	<ul style="list-style-type: none"> <li>Decontamination – following advice/guidance from the Health Protection Team.</li> <li>Refer to guidance and posters (where required).</li> <li>Education poster on COVID-19 to be displayed at the main entrance to the school building(s).</li> <li>COVID-19 Daily Management Checklist to be used.</li> <li>Staying COVID-19 Secure in 2020 poster in place at reception.</li> </ul>	3	3	9		

**Risk/Priority Indicator Key**

Severity (Consequence)

RISK/PRIORITY INDICATOR MATRIX

1. Negligible (delay only)
2. Slight (minor injury/damage/interruption)
3. Moderate (lost time injury, illness, damage, lost business)
4. High (major injury/damage, lost time business interruption, disablement)
5. Very High (fatality/business closure)

Likelihood
1. Improbable/very unlikely
2. Unlikely
3. Even chance/may happen
4. Likely
5. Almost certain/imminent

LIKELIHOOD	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
	1	2	3	4	5	
	SEVERITY (CONSEQUENCE)					

Summary		Suggested Timeframe
12-25	High	As soon as possible
6-11	Medium	Within the next three to six months
1-5	Low	Whenever viable to do so

## Daily Monitoring Checklist

Ensure that you have:

Action	Yes	Confirmed by	Comments
Reviewed the updated guidance from the government		Alan Moore	
Reviewed and updated the risk assessment to incorporate any changes to the guidance		Michele Brighton	
Ensured sufficient stocks of soap, hand sanitiser and disinfectant are available		Steve Mayes	
Identified and implemented the (new) recommended control measures		Alan Moore	

## SCHOOL ACTION PLAN

Action	Yes	Confirmed by	Comments