



COVID 19 – School General Risk assessment proforma

School ...Beech Hill School... Date of Risk Assessment: March 2022

COVID is a biological agent and comes under the COSHH Regulations and Health and Safety at Work Act, and a positive case to an employee following potential exposure at work can be RIDDOR reportable to the HSE. If you require any assistance with this process it is recommended you contact your health and safety consultant/adviser.

The Activity What are the Hazards?	Who might be affected?	What additional controls have been put in place to reduce the risk of infection in accordance with Public Health advice?	Are there any further actions necessary?	Action by whom?	Action by When?	Done
General – Risk of infection.	Staff, visitors, Pupils	General Controls and instruction to staff throughout the school: - <ul style="list-style-type: none"> - Increased cleaning regime throughout site, especially touch points. - Hand washing facilities in place with pupils and staff encouraged to use these regularly. - School will have automatic sanitiser dispensers at main entrances, exits and corridors - Regular cleaning of key touch points such as door handles/plates – will be continually done by the site manager during the day. - Any equipment passed between teachers will be cleaned before use. - Staff in each classroom given paper towels and anit-bac spray to clean surfaces/chair backs regularly - Staff or pupils who may become symptomatic to isolate, obtain a PCR test and if positive to stay home and continue to self-isolate for at least 5 days and upto 10 days. 	<ul style="list-style-type: none"> - Establish a record of cleaning. - Regular cleaning throughout the day. - Reminders of regular hand washing promoted in bathrooms. - Reminder to parents and staff of symptomatic people/ those in the household of someone who is symptomatic are not to attend school. - Parents informed of the procedures in relation to COVID19. - Promote “catch it, bin it, kill it” approach - Ensure appropriate signage regarding social distancing 	ALL staff	Already in place Ongoing	Updated 1.3.22



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		<ul style="list-style-type: none"> - For staff, there is a reduction in the period of self-isolation following a positive test, from 10 days to 5, if return negative lateral flow tests on days 5 and 6. Then to return on day 6 providing there is no raised temperature. - For confirmed positive COVID cases of employees which may be work related to be reported to the schools H&S team. - If it appears there is spread of COVID within the school (from person to person within the setting) the school will be contacted by Public Health. In this instance, Outbreak Management Plans should be actioned, working in partnership with Public Health. This may involve contact tracing at school level. - Windows to be opened each morning to allow adequate ventilation. Where the weather causes the room to become uncomfortably cold for occupants the windows can be closed to a crack and then reopened once unoccupied. Consider opening higher windows in the event of cold weather. 	<ul style="list-style-type: none"> - and hand washing. - If anyone has recently left the country and returned the UK they must follow the advice on the current traffic light travel system. - Support and encourage the vaccine programme take up - Sanitiser used at times for younger pupils where handwashing is available 			
Ventilation	Staff, pupils, visitors	<p>Need to balance the risk of transmission of the virus and a comfortable teaching environment which can be maintained by.</p> <ul style="list-style-type: none"> - Where there is use of mechanical ventilation adjust these to increase the ventilation rate where possible and check normal operation meets current guidance and only fresh air is 	Establish areas throughout the school where there is poor ventilation – hall	All staff	Already in place	3.2.21



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		<p>being circulated.</p> <ul style="list-style-type: none"> - If possible, systems should be adjusted to full fresh air or operated as normal within a single room and supplemented with outdoor air supply. - For natural ventilation the windows should be opened and in cooler weather should be left open just enough to provide constant background ventilation and opened wider during breaks to purge the air. May be beneficial to open higher-level windows to reduce draughts when the weather is colder. Allow flexibility for staff and pupils to wear additional suitable indoor clothing. - Open non- fire resisting doors to allow for air flow 				
Classrooms	Staff, Visitors, Pupils	<ul style="list-style-type: none"> - Classrooms to be regularly cleaned and cleaning supplies available in the classroom. - Pupils encouraged to wash their hands regularly - Windows opened to allow ventilation, if temperature is uncomfortable due to open windows these to be closed to a crack while occupied and then reopened while unoccupied. - Classrooms that can be accessed/egressed from playground to use these access points instead of going through school. - Phones – Landlines will be wiped down after every use. 	<ul style="list-style-type: none"> - Children to be given their own equipment where possible - Electronic equipment to be wiped down 	All staff	Already in place	8.1.21



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Provision in Early Years	Staff, Pupil Visitors	<ul style="list-style-type: none"> - EYFS ratios still to be met - Regular handwashing with children. 		EH/EYFS staff	Already in place	12.1.21
Toilet and cloakrooms	Staff, pupils, visitors	<ul style="list-style-type: none"> - Pupils to use designated toilets to minimise transmission - Available hand washing facilities with encouragement to use these facilities regularly and prior to eating. 	<ul style="list-style-type: none"> - Establish record of cleaning for all toilets. - Limit sharing of toilets as much as possible 	SB/All staff	ongoing	1.9.20
Playground and play equipment	Staff, Pupils, Visitors	<ul style="list-style-type: none"> - Cleaning should take place more frequently than normal. - Stagger lunchtimes where possible to do so - Segregate into different areas of playground 	<ul style="list-style-type: none"> - Playground zoned into 3 areas - Barriers to continue to segregate the playground. 	SB/All staff	Ongoing	1.9.20
Drop off/collection areas with parents	Staff, pupils, visitors, parents	<ul style="list-style-type: none"> - One way system to continue. Entry via Pellon Lane/exit via Mount Pleasant - Open gates fully to utilise playground space to prevent adult to adult interactions. - Parents/ carers informed of their pickup/ drop off times and points. - 	Establish a plan for collection and drop off and communicate this to parents. Parents to enter via Pellon Lane and exit via Mount Pleasant Av – gate opens at 8.30am and locks at 9.00am <ul style="list-style-type: none"> - Mount Pleasant Av – blocked off at start/finish times to discourage parents parking. - Start times for everyone at 8.45am 	Site team /SLT	10.6.20	Reviewed 8.1.21



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Catering	Staff, pupils, Visitors	<ul style="list-style-type: none"> - Deliveries of food stuff (in the Beech Hill kitchen) to be contactless where possible, delivery driver not to enter buildings, designated drop off point. - Hygiene standards and HACCP to be maintained as usual in kitchen to ensure bacteria contamination and hygiene are controlled effectively. - Regular hand washing in hand wash sinks and specific protective clothing/gloves to be used as necessary (already standard practice in the kitchen). - Drivers to be provided with hand sanitisers for van, will sanitise hands before and after each drop off/pick. 	<ul style="list-style-type: none"> - Arrangements to be made with each school on best procedure to safely handover food (e.g. designated drop off point) - Receiving schools to clean thermal boxes upon receipt (wearing disposable gloves) Thermal boxes and tins to be cleaned by schools before pick up next day. 	All Kitchen/ lunchtime staff	ongoing	15.7.20
Area for isolation/first aid and separate toilet	Staff, Pupils,	<ul style="list-style-type: none"> - Empty office in main entrance area to be used as isolation room if pupil has been identified as an appropriate area in which will be used for first aid and maintain cleaning standards and clean after each treatment. 	<ul style="list-style-type: none"> - Empty office in main entrance area be used as isolation room/with disabled toilet as separate toilet for any pupils showing symptoms. Upon parents arrival, taken straight out the nearest exit avoiding others. 	All staff		8.1.21
Symptomatic staff or pupils	Staff, visitors, pupils	<ul style="list-style-type: none"> - Old office area to continued to be used for when anyone who is symptomatic can wait for a parent to collect in a well ventilated. - Area in which symptomatic people are awaiting requires to be cleaned after use. - Staff and Children can be eligible for testing. 	<ul style="list-style-type: none"> - Establish a clear procedure and communicate with all on how to access testing and when someone should be tested. - Where there are work related 	All staff	ongoing	



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		<ul style="list-style-type: none"> - Those who require close supervision while awaiting collection should remain at a distance if possible and wear appropriate PPE (Type IIR face mask, eye protection, apron, disposable gloves.). - Those who become symptomatic should return home and should be collected by guardian. - Use of disabled toilet if required which must be cleaned and disinfected using standard cleaning products before used by anyone else. 	<p>positive COVID cases these may be HSE reportable and guidance from the schools H&S advisors should be sought.</p> <ul style="list-style-type: none"> - In an emergency call 999 if someone is seriously ill or injured or life is at risk. 			
Personal Protective Equipment (PPE)	Staff, Pupils	<ul style="list-style-type: none"> - PPE required for personal care only. - PPE should be suitably stocked - Risk assessment for each child to be conducted to highlight the requirement of PPE; however, a face mask isn't required for personal care from current guidance. - 	<ul style="list-style-type: none"> - Inform staff of the requirements for PPE and provide information for their safe usage. - Individual risk assessments to be conducted. 	Admin team	14.10.21	
Home visits	Staff, Families, Pupils	<ul style="list-style-type: none"> - Home visits can go ahead but staff should remain cautious. and check the COVID status of the house prior to entering - Hand sanitiser provided for staff required to conduct home visits - 	<ul style="list-style-type: none"> - Limit home visits and encourage staff to be keep a 2m distance. 	All pastoral/admin staff/SLT	ongoing	1.3.22
Visitors & Contractors in schools		<ul style="list-style-type: none"> - Provide handwashing or hand sanitiser facilities for visitors/ contractors. 	<ul style="list-style-type: none"> - Aspects relating to COVID to be included in the contractor rules for the school. - Contractors and visitors to establish in writing (via 	SLT/JL/FH	ongoing	1.9.20



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			email) they are not showing symptoms of COVID19.			
Physical restraints/ comforting, first aid	Staff, pupils	<ul style="list-style-type: none"> - Ensure team teach training has been achieved by teachers who are required to carry out physical restraining. - Ensure wash facilities are available after a close contact event. - No child or member of staff should be in school if they are symptomatic. 		All staff	ongoing	8.1.21
Waste	Staff, pupils	<ul style="list-style-type: none"> - Use of clinical waste bins as necessary to be removed by appropriate contractors 	<ul style="list-style-type: none"> - If someone is symptomatic and while isolating until collection any tissues or waste to be bagged up and stored for 72 hours prior to collection. 	Cleaners /MDS/JV	ongoing	1.9.20

Assessors Name: Shameem Hussain

Assessment Review Date: March 2022



Further Guidance

[Schools Coronavirus \(COVID-19\) Operational Guidance](#)

[Entering the UK and quarantine](#)

[Annex A: health and safety risk assessment](#)

[Additional Operational Guidance for Special Schools, Special post 16 institutions and alternative provision](#)

[COVID-19: suggested principles of safer singing](#)

[HSE – Ventilation and air conditioning during the coronavirus \(COVID-19\) pandemic](#)

[First Aid During the Coronavirus \(COVID-19\) pandemic](#)

[Information about the Coronavirus \(e-bug.eu\)](#)