

# **Covid-19 Generic risk assessment template for the full opening of schools and childcare settings**

The purpose of this template is to help schools decide which actions to take. They should undertake an appropriate COVID-19 risk assessment, just as for other health and safety related hazards. This risk assessment must be done in consultation with staff and union representatives.

## **Guidance for Ealing schools completing risk assessment templates**

The government has announced that all children should be back in school in September. The prevalence of coronavirus (COVID-19) has decreased, the NHS Test and Trace system is up and running, and it is clearer what measures need to be in place to create safer environments within schools.

Returning to school is vital for children's education and for their wellbeing. Time out of school is detrimental for children's cognitive and academic development, particularly for disadvantaged children. This impact can affect both current levels of learning and children's future ability to learn, and therefore it is necessary to ensure all pupils can return to school sooner rather than later.

Most people who become infected with COVID-19 will experience mild symptoms, such as fever and cough and are unlikely to become severely unwell. The risk to children themselves of becoming severely ill from coronavirus (COVID-19) is very low and there are negative health impacts of being out of school. School is also a vital point of contact for public health and safeguarding services that are critical to the wellbeing of children and families. Lower academic achievement also translates into long-term economic costs due to having a less well-qualified workforce. This affects the standard of living that today's pupils will have over the course of their entire life.

In relation to working in schools, whilst it is not possible to ensure a totally risk-free environment, the Office of National Statistics analysis on [coronavirus \(COVID-19\) related deaths linked to occupations](#) suggest that staff in educational settings tend not to be at any greater risk from the disease than many other occupations. There is no evidence that children transmit the disease any more than adults.

Given the improved position, the balance of risk is now overwhelmingly in favour of children returning to school. For the vast majority of children, the benefits of being back in school far outweigh the very low risk from coronavirus (COVID-19).

While coronavirus (COVID-19) remains in the community, this means making judgments at a school level about how to balance and minimise any risks from coronavirus (COVID-19) with providing a full educational experience for children and young people. Schools will also need to plan for the possibility of school closure as a last resort and how they will ensure continuity of education should the situation change.

The following actions for staff and pupils contribute to reducing the likelihood of COVID-19 transmission:

- Ensuring that if staff, pupils (or anyone in their household) develop symptoms of COVID-19, they stay at home, get [tested](#) and follow guidance on [household isolation](#), and ensuring that if staff or pupils are identified as a close contact of someone who has tested positive for COVID-19 by NHS Test and Trace, they stay at home and follow guidance for [people of contacts with confirmed coronavirus](#).
- [Washing hands](#) frequently for at least 20 seconds, using soap and water, or hand sanitiser where soap and water are not immediately available;
- Coughing or sneezing into tissues before binning them;
- Avoiding touching the eyes, nose or face;
- [Cleaning](#) and disinfecting regularly touched objects and surfaces using regular cleaning products;
- Minimising contact between individuals and maintaining social distancing wherever possible;

Following government advice and guidance [on actions for the full opening of schools](#) and [Actions for early years and childcare providers during the coronavirus \(Covid-19\) outbreak](#)

If the above advice is followed carefully, any risk of transmission in schools will be greatly reduced.

**Further government guidance** can be found at: <https://www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19> and on coronavirus information on [Ealing Grid for Learning](#)

**This Risk Assessment should be completed in conjunction with the guidance above and with schools Initial Planning Framework**

Further advice can be sought by contacting either [Raj Chowdhury](#) (Children's Services) or [Steve Dunham](#) (Children's Services)

<b>School:</b> Greenfields Nursery School and Children's Centre	<b>School address:</b> Recreation Road, Southall, UB2 5PF	<b>Review Date:</b> (This is a dynamic document and will be reviewed and updated if there are any changes)	
<b>Assessment Date:</b> 24/07/20	<b>What/who is being assessed?</b> Biological hazard- Covid-19 within educational settings		
<b>Name of Assessor:</b> Ellie Larkin		<b>Responsible Person for Actions:</b> Ellie Larkin	

Task / Activity Area	Hazard	Who might be harmed and how?	Recommended Control Measures <i>SLT's to move Recommended Controls into Existing Controls once they have been implemented:</i>	Action by who/when?	Likelihood of occurrence after recommended controls added (L) 1-Very Unlikely 2-Unlikely 3- Possible 4- Likely 5- Very Likely Likelihood = Probability of occurrence based on specific activity being assessed	Impact (I) 1-Negligible 2- Minor 3- Moderate 4- Major 5- Extreme Impact = Estimate of harm based on specific activity being assessed	Overall Risk (L X I) + I  <10 = Low 10-19 = Medium 20-30 = High

Task / Activity Area	Hazard	Who might be harmed and how?	Control Measures	Likelihood of occurrence after recommended controls (L)	Impact (I)	Overall Risk (L X I) + I

Task / Activity Area	Hazard	Who might be harmed and how?	Control Measures	Likelihood of occurrence after recommended controls (L)	Impact (I)	Overall Risk (L X I) + I
Entering the school	Biological hazard- Covid-19	Staff, parents and children could become infected with COVID-19. If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to severe illness and hospitalisation, and, in rare cases, even death	<ul style="list-style-type: none"> <li>• Parents are aware to stay at home when a child or household member develops coronavirus symptoms and access testing. Schools communicates this regularly to parents and considers and posters put up around school to be aware of this.</li> <li>• On entry to school, staff and children to wash their hands with soap and water for at least 20 seconds and hands dried or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered. Skin friendly cleaning wipes can be used as an alternative.</li> <li>• Visitors to be kept to a minimum and should be managed so that social distancing and protective measures are explained on or before arrival. A record should be kept of all visitors. Visitors by appointment only.</li> <li>• Parents are not to enter the building unless essential. Staff will collect children from the main entrance.</li> <li>• Children to be accompanied by only one parent</li> <li>• Visitors by appointment only</li> <li>• Staggered drop off and collection times (see Covid 19 policy)</li> <li>• Clearly marked entrance and exit gates for parents and children</li> <li>• Guidance for school offices can be found <a href="#">here</a></li> </ul>	2	3	<p><b>(2X3) +3</b>  <b>=</b>  <b>9</b>  <b>(Low)</b></p>

Task / Activity Area	Hazard	Who might be harmed and how?	Control Measures	Likelihood of occurrence after recommended controls (L)	Impact (I)	Overall Risk (L X I) + I
Reducing exposure and transmission of Coronavirus	Biological hazard- Covid-19	Staff, parents and children could become infected with COVID-19. If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to severe illness and hospitalisation, and, in rare cases, even death	<p><a href="#">Government guidance</a> to be followed.</p> <p>The early years foundation stage (EYFS) <a href="#">statutory framework</a> still applies.</p> <p><b>Prevention:</b></p> <p>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</p> <ul style="list-style-type: none"> <li>Refer to dealing with suspected and confirmed cases below</li> </ul> <p>2) Clean hands thoroughly more often than usual</p> <ul style="list-style-type: none"> <li>Hand washing when arriving at school, when coming in from the garden, when changing rooms, before and after eating, after using the toilet</li> <li>Embed this as part of the new school culture</li> </ul> <p>3) Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach</p> <ul style="list-style-type: none"> <li>Sufficient number of tissues and bins are available in all rooms</li> </ul>	2	3	<p>(2X3) +3</p> <p>=</p> <p>9</p> <p>(Low)</p>

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			<ul style="list-style-type: none"> <li>• Support children to this independently</li> <li>• Embed this as part of the new school culture</li> </ul> <p>4) Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach</p> <ul style="list-style-type: none"> <li>• Daily cleaning of classrooms and equipment as well as in between sessions</li> <li>• Remove all unnecessary equipment from the classrooms to reduce clutter (the summer house will be used as storage)</li> <li>• Classroom resources will be limited to what is essential for each session</li> <li>• Remove all soft toys and equipment and remove as many soft furnishings as possible</li> <li>• Equipment that is difficult to clean will not be shared between groups</li> <li>• Malleable and water play can be used but limited to the use of one group and must not be shared between groups</li> <li>• Keep spaces well ventilated using natural ventilation (opening windows) or ventilation units</li> <li>• Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation</li> </ul>			

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			<p>5) Minimise contact between individuals where possible</p> <ul style="list-style-type: none"> <li>• Children will be arranged in groups (see Covid 19 policy)</li> <li>• Children will not be mix with children in other groups</li> <li>• Children will stay in their own room or garden and will not move anywhere else around the building or mix with children in other groups</li> <li>• Parents and carers should be encouraged to limit the number of settings their child attends, ideally ensuring their child only attends the same setting consistently. The same applies for staff.</li> </ul> <p>6) The majority of staff in early years settings will not require PPE beyond what they would normally need for their work. PPE is only needed for a very small number of cases, including:</p> <ul style="list-style-type: none"> <li>• Where an individual child becomes ill with coronavirus (COVID-19) symptoms while at a setting, and only then if a distance of 2 metres cannot be maintained</li> <li>• Where a child already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used</li> </ul>			

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			<ul style="list-style-type: none"> <li>• See use of PPE below also</li> </ul> <p><b>Response to any infection</b></p> <p>7) Engage with the NHS Test and Trace process:</p> <ul style="list-style-type: none"> <li>• Refer to the specific <a href="#">guidance available on EGfI</a></li> <li>• Keep attendance records (staff, children and visitors)</li> </ul> <p>8) Manage confirmed cases of coronavirus (COVID-19) amongst the school community- Use the <a href="#">flow chart</a> produced by Ealing Public Health</p> <p>9) Contain any outbreak by following <a href="#">local health protection team advice</a></p> <p>Numbers 7 to 9 must be followed in every case where they are relevant</p> <p>Admin</p> <p>Only 2 members of staff should work in the admin office at any one time and the door should always be kept closed</p> <p>Classroom staff should not enter the admin office but should make a request via the hatch standing at least 2</p>			

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			metres back from the desk (this will be clearly marked on the floor)  4 members of staff at any one time in the staff room. Training room will also be used as additional space for staff at lunchtime			
Reducing exposure and transmission of Coronavirus (breakfast and after-school provision)	Biological hazard- Covid-19	Staff, parents and children could become infected with COVID-19. If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to severe illness and hospitalisation, and, in rare cases, even death	<ul style="list-style-type: none"> <li>Children from different groups will mix at the beginning and end of the day. We will minimise mixing as much as possible.</li> <li>When children leave and join the breakfast or after school provision they will need to wash their hands, following the guidance above.</li> </ul>	2	3	(2X3) +3 = 9 (Low)

Task / Activity Area	Hazard	Who might be harmed and how?	Control Measures	Likelihood of occurrence after recommended controls (L)	Impact (I)	Overall Risk (L X I) + I
Outdoor activities including use of playgrounds	Biological hazard- Covid-19	Staff, parents and children could become infected with COVID-19. If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to severe illness and hospitalisation, and, in rare cases, even death	<ul style="list-style-type: none"> <li>Outdoor spaces will be arranged so that each group can have free flow access to the outdoors without mixing with other groups</li> <li>If outdoor equipment is shared between groups it must be sprayed with diluted disinfectant or left for 72 hours before use by the next group</li> <li>Outdoor activities to be prioritised where possible,</li> <li>Greenfields will review the use of music teachers and artists when it is safe to do so</li> </ul>	2	3	(2X3) +3 = 9 (Low)
Educational visits	Biological hazard- Covid-19	Staff, parents and children could become infected with COVID-19. If so, they are likely to experience mild symptoms such as fever or cough. In severe	<ul style="list-style-type: none"> <li>When taking children off site the visit risk assessment must be reviewed to include Covid-19 measures and ensure that children and staff can maintain a distance of at least two metres from others</li> <li>To carry out a risk assessment of all educational visits as per the Ealing Council <a href="#">‘There and Back Again’ policy.</a></li> <li>Keep attendance records (staff, children and any contacts)</li> </ul>	2	3	(2X3) +3 = 9 (Low)

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		cases, this could lead to severe illness and hospitalisation, and, in rare cases, even death				
Meals and snacks	Biological hazard- Covid-19	Staff, parents and children could become infected with COVID-19. If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to severe illness and hospitalisation, and, in rare cases, even death	<ul style="list-style-type: none"> <li>• School kitchens to continue to operate but must comply to the <a href="#">guidance for food businesses on Coronavirus</a></li> <li>• Lunch will be eaten in the children's own rooms and groupings</li> <li>• Before eating children, to wash their hands as per above guidance</li> <li>• Children are encouraged not to touch their mouth, eyes and nose</li> <li>• Children will have a sit down snack time and will be served fruit by a member of staff. Each child will have their own cup.</li> </ul>	2	3	<b>(2X3) +3</b> <b>=</b> <b>9</b> <b>(Low)</b>

Task / Activity Area	Hazard	Who might be harmed and how?	Control Measures	Likelihood of occurrence after recommended controls (L)	Impact (I)	Overall Risk (L X I) + I
Transport Arrangements	Biological hazard- Covid-19	Staff, parents and children could become infected with COVID-19. If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to severe illness and hospitalisation, and, in rare cases, even death	<ul style="list-style-type: none"> <li>Schools, parents and students should follow the <a href="#">Coronavirus (COVID-19): safer travel guidance for passengers</a></li> <li>Dedicated transport providers to consider:</li> </ul> <p><b>Centre Transport</b></p> <ul style="list-style-type: none"> <li>Transport will drop and collect four children from the Early Intervention Group to nursery</li> <li>Children are all in the same group at nursery</li> <li>Windows on transport should be slightly open to ensure ventilation and children should sit one seat apart where possible</li> <li>Escort and driver on the transport will wear face masks and gloves as they are in a confined space with the children</li> </ul>	2	3	(2X3) +3 = 9 (Low)
Dealing with suspected and confirmed cases of Covid-19	Biological hazard- Covid-19	Staff, parents and children could become infected with COVID-19. If so, they are likely to experience mild symptoms such as fever or cough. In severe	<p><b>Suspected cases:</b></p> <p>If a child, young person or staff member develops symptoms compatible with coronavirus, they should be sent home and the <a href="#">stay at home guidance</a> followed. They should also get a <a href="#">test</a> as soon as possible. All schools will be provided with a small number of home testing kits that they can give directly to parents/carers collecting a child who has developed symptoms at school, or staff who have developed symptoms at school, where they</p>	2	3	(2X3) +3 = 9 (Low)

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		cases, this could lead to severe illness and hospitalisation, and, in rare cases, even death	<p>think providing one will significantly increase the likelihood of them getting tested. Advice will be provided alongside these kits.</p> <p>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.</p> <p>Additional actions include:</p> <ul style="list-style-type: none"> <li>• Follow guidance on cleaning</li> <li>• Inform Ealing Council (contact Steve Dunham: dunhams@ealing.gov.uk or 07940546263 and Raj Chowdhury; chowdhuryr@ealing.gov.uk or 07568130165 for advice)</li> <li>• Consider informing parents of students in the relevant 'bubble' that a student or staff member has developed symptoms of COVID-19 (if was at school</li> </ul>			

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			<p>during the 'infectious period' 48 hours before and whilst symptomatic), but they are not required to self-isolate.</p> <ul style="list-style-type: none"> <li>• Ensure stock of PPE in case further symptomatic cases on site</li> <li>• Await test results (48-72 hours)</li> </ul> <p><b>Confirmed cases:</b> If a child, young person or staff member tests positive the school should:</p> <ul style="list-style-type: none"> <li>• Contact Public Health England London Coronavirus Response Cell (LCRC) on 0300 303 0450</li> <li>• Inform Steve Dunham DunhamS@ealing.gov.uk or 07940 546 263) or Raj Chowdhury (ChowdhuryR@ealing.gov.uk or 07568 130165) and the Council's public health team (<a href="mailto:publichealth@ealing.gov.uk">publichealth@ealing.gov.uk</a>)</li> </ul> <p>Public Health England should work with the school to:</p> <ul style="list-style-type: none"> <li>• Undertake a risk assessment</li> <li>• Identify and notify close contacts (e.g. students and staff within the relevant 'bubble') of the need to follow guidance for contacts of people with possible or confirmed coronavirus who do not live with the person including isolation for 14 days</li> </ul>			

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			<ul style="list-style-type: none"> <li>• Identify any further actions needed</li> </ul> <p><b>Local outbreaks</b></p> <ul style="list-style-type: none"> <li>• If a local area sees a spike in infection rates that is resulting in localised community spread, it will be decided which measures to implement to help contain the spread. The Department for Education will be involved in decisions at a local and national level affecting a geographical area, and will support appropriate authorities and individual settings to follow the health advice.</li> <li>• Public Health England may advise a school or a number of schools to close temporarily to help control transmission. Schools will also need a contingency plan for this eventuality. This may involve a return to remaining open only for vulnerable children and the children of critical workers, and providing remote education for all other children.</li> </ul>			

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Use of PPE	Biological hazard- Covid-19	Staff, parents and children could become infected with COVID-19. If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to severe illness and hospitalisation, and, in rare cases, even death	<p>PPE should be provided in the following cases:</p> <ul style="list-style-type: none"> <li>• Children, young people and students whose care routinely already involves the use of PPE due to their intimate care needs.</li> <li>• If a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home, and a distance of 2 metres cannot be maintained.</li> <li>• External providers of OT/ physiotherapy/ hydrotherapy sessions should provide their own PPE. School staff will be provided with PPE as required.</li> </ul> <p>The Family Information Service can arrange for this PPE to be delivered to schools via the Family Information Service –<a href="mailto:children@ealing.gov.uk">children@ealing.gov.uk</a> tel. 0208 825 5588</p> <p>The following Government <a href="#">video</a> shows how PPE should be put on and taken off.</p> <p>PPE should be disposed of in line with Government guidance on <a href="#">cleaning in non-healthcare settings</a>. <a href="#">Government guidance on PPE</a> to be followed.</p>	2	3	(2X3) +3 = 9 (Low)

Task / Activity Area	Hazard	Who might be harmed and how?	Control Measures	Likelihood of occurrence after recommended controls (L)	Impact (I)	Overall Risk (L X I) + I
Administering First aid/ Medication	Biological hazard- Covid-19	Staff, parents and children could become infected with COVID-19. If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to severe illness and hospitalisation, and, in rare cases, even death	<ul style="list-style-type: none"> <li>• Greenfields has an adequate number of paediatric first aid trained staff on site</li> <li>• Greenfields has a first aid risk assessment and medication policy in place</li> <li>• St John's Ambulance <a href="#">advice</a> followed by first aiders during the Covid-19 pandemic.</li> <li>• Guidance on the number of first aiders required provided <a href="#">here</a></li> <li>• <i>Administering first aid and medication risk assessments to be amended by schools</i></li> <li>• <a href="#">Government PPE guidance</a> followed.</li> </ul>	2	3	(2X3) +3 = 9 (Low)

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Leaving the school	Biological hazard- Covid-19	Staff, parents and children could become infected with COVID-19. If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to severe illness and hospitalisation, and, in rare cases, even death	<ul style="list-style-type: none"> <li>Parents not to enter the school building. Staff will bring children to the main entrance</li> <li>Children to be collected by only one parent</li> <li>Staggered collection times (see Covid 19 policy)</li> <li>Clearly marked entrance and exit gates for parents and children</li> <li>Staff and children to wash their hands with soap and water for at least 20 seconds and hands dried or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered. Skin friendly cleaning wipes can be used as an alternative.</li> </ul>	2	3	(2X3) +3 = 9 (Low)

Likelihood:						
Very Likely	5	6	12	18	24	30
Likely	4	5	10	15	20	25
Possible	3	4	8	12	16	20
Unlikely	2	3	6	9	12	15
Very Unlikely	1	2	4	6	8	10
		1	2	3	4	5
	<b>Impact:</b>	Negligible	Minor	Moderate	Major	Extreme

