



**OVERVIEW**

Model risk assessments (School Operations and School Premises) and supporting guidance on operating procedures have been developed for maintained schools and settings in consultation with our Trade Union colleagues and relevant service areas. Each maintained setting should undertake their own risk assessment following this format – Cumbria County Council, as the employer in the above settings will support and guide Governing Bodies and School Leaders to manage a planned and safe gradual return to school but recognise that local decisions to open or not **MUST** follow a risk-based approach appropriate to the resources and capacity of each individual setting.

<b>RA reference</b>	<i>Rock05</i>	<b>Activity description</b>	<b>COVID-19 - Infection prevention and control – SCHOOL OPERATIONS</b>
<b>Assessment date</b>	<i>Reassessed 28<sup>th</sup> August 2021</i>	<b>Assessor name</b>	<i>David Hodgkiss</i>
<b>Assessment team members</b>	<i>David Hodgkiss Rockcliffe CE Governors (original edit Rock01)</i>	<b>Planned review date</b>	<i>31<sup>st</sup> December 2021</i>
<b>Location</b>	<i>Rockcliffe CE School</i>	<b>Number of people exposed</b>	<i>142 pupils and 20 staff members</i>
<b>Overall Residual risk level following implementation of effective control measures</b>	<b>Medium risk</b> From March 8 <sup>th</sup> all schools must open to all pupils. Professionals in Public Health, Health and Safety and Services will continue to work closely with recognised Trade Union Colleagues to promote safe working procedures, suitable safety controls and limit risk.	<b>People exposed</b>	All employees Pupils Visitors Contractors Members of the public Vulnerable children/adults Persons with pre-existing medical conditions First aiders New/expectant mothers
<b>Assessment last updated</b>	<i>4<sup>th</sup> March 2021</i>	<b>Is this an acceptable risk?</b>	<b>Yes/ <del>No</del></b>

Hazard description and how people are at risk	Current Control Measures (those that are in place)	Potential risk	Additional Control Measures (to be identified and implemented)	Action details by whom when	Residual risk
<b>Hazards in relation to staffing and daily operation</b>	<input type="checkbox"/> We have access to <a href="#">COVID-19 Weekly Outbreak Control</a> which provides an overview of the current COVID-19 situation in Cumbria based on available local and national data <input type="checkbox"/> In the event of an outbreak we will follow Local Health Protection advice <input type="checkbox"/> Ongoing communications (posters, emails, inductions briefings toolbox talks) are provided to all employees, pupils, and visitors <input type="checkbox"/> Staff and pupils have been advised that they must not come into school if they have Coronavirus (COVID 19) symptoms (a high	<b>10 Medium Risk L5 x S2</b>		Last updated on 28/02	<b>6 Medium Risk L3 x S2</b>



	<p>temperature, a new continuous cough, loss of taste or smell). Or a member of their household has symptoms, or they have had a positive test.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Staff and pupils will not be permitted to attend school if they have to quarantine having recently visited countries outside of the <u>Common Travel Area</u></li> <li><input type="checkbox"/> Primary school staff will continue to carry out home Lateral Flow Testing twice a week.</li> <li><input type="checkbox"/> Referrals are made to occupational health as appropriate.</li> <li><input type="checkbox"/> Normal pre-employment procedures are followed.</li> <li><input type="checkbox"/> Absence/self-isolation cases due to COVID-19 (suspected or confirmed) are reported via the normal reporting procedures.</li> <li><input type="checkbox"/> Normal absence and wellbeing reporting procedures are followed.</li> <li><input type="checkbox"/> All staff will adhere to any instructions, advice, guidance, and site rules provided to them including hand and respiratory hygiene and maintaining social distancing.</li> <li><input type="checkbox"/> Staff are responsible for ensuring that they are up to date with their own routine immunisations.</li> <li><input type="checkbox"/> Staff are able, if they wish, to download the NHS COVID-19 app and follow the Government guidance: <a href="#">Use of the NHS COVID-19 app in education and childcare settings</a></li> <li><input type="checkbox"/> Staff and pupils will have their own frequently used equipment such as pens and pencils, which should not be shared with other people.</li> <li><input type="checkbox"/> Classroom based resources that need to be shared are cleaned regularly and rotated where possible</li> <li><input type="checkbox"/> Parents have been informed of what children can bring into school.</li> </ul>		<p>Visitors only permitted at Head Teacher’s discretion</p> <p>Lateral flow testing to be carried out in line with Government Guidance</p> <p>Any positive LFD tests from home must be reported as soon as possible followed up by a PCR test.</p> <p>Whilst in the educational setting it is recommended that the ‘trace’ function of the app is paused.</p>	<p>Tests on Sunday &amp; Wednesday evenings.</p>	
<p><b>Hazards relating to visitors coming into the setting</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> All non-essential visits to schools have been paused</li> <li><input type="checkbox"/> Parents/carers are not allowed in the setting unless absolutely necessary and appointment made with office staff</li> <li><input type="checkbox"/> Supply teachers, peripatetic teachers and other temporary staff are permitted to move between schools.</li> </ul>	<p><b>10</b> <b>Medium Risk</b> <b>L5 x S2</b></p>	<p>Visits to the setting will be restricted to those that are absolutely necessary. Supply teachers etc. to complete risk assessment</p>	<p>Parents informed of no-entry rules on 01/09. Supply staff only in school as last resort when</p>	<p><b>6</b> <b>Medium Risk</b> <b>L3 x S2</b></p>



	<ul style="list-style-type: none"> <li><input type="checkbox"/> We will maintain records of all visitors to support the NHS Test and Trace programme.</li> </ul>		for specialist visits prior to visit.	internal staffing cannot be maintained. Records kept on entry system.	
<b>Hazards relating to lack of social distancing</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Younger children will be kept separate from other groups within the school but will not be expected to distance within their group.</li> <li><input type="checkbox"/> Children will be supported to maintain social distancing and encouraged not to touch staff where possible.</li> <li><input type="checkbox"/> School assemblies and collective worship with more than one group will not be held until school moves to Stage 2.</li> <li><input type="checkbox"/> Movement around the school will be kept to a minimum and where possible break times and lunch times will be staggered to prevent busy corridors, entrances and exits.</li> <li><input type="checkbox"/> Social distancing limits occupancy in offices and staff rooms. This remains in force until Stage 4.</li> </ul>	<b>10 Medium Risk</b> L5 x S2	<a href="#">Government Guidance Face Coverings, when to wear one, exemptions and how to make one</a>	All classes kept apart from one another.  Classes only move within specified areas. Classes should not come into contact with one another if special plans followed.	<b>8 Medium Risk</b> L4 x S2
Lack of supervision/ management of groups to comply with current guidance  Unable to maintain staffing levels due to infection or isolation	<ul style="list-style-type: none"> <li><input type="checkbox"/> We have a staffing plan in place to ensure safe staffing levels are achievable, agreed, established, and monitored appropriate to group sizes/pupil needs and the activities required. Ratios based on appropriate risk assessment.</li> <li><input type="checkbox"/> Timings of breaks and lessons are in place.</li> <li><input type="checkbox"/> Employees advised of and offered vaccination cover (as this becomes available/appropriate).</li> </ul>	<b>10 Medium Risk</b> L5 x S2			<b>4 Low Risk</b> L2 x S2
SEND/Behaviour management issues  Child or young person requiring one-to-one support	<ul style="list-style-type: none"> <li><input type="checkbox"/> Pupils - individual healthcare plans are in place for pupils who require them.</li> <li><input type="checkbox"/> Pupils - separate individual risk assessment/healthcare/behaviour management plans and external support is accessed where required to determine if the child or young person can safely attend where one-to-one care or support is not available for them.</li> </ul>	<b>10 Medium Risk</b> L5 x S2	<a href="#">Government Guidance Supporting pupils at school with medical conditions</a>	Request for paper copies of plans held by outside agencies. No pupil to attend until these are available.	
<b>Hazards relating to performance activities such as music, dance, and drama</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Group numbers will be limited to ensure that social distancing measures can be observed.</li> <li><input type="checkbox"/> Where practical, performances will take place outdoors.</li> <li><input type="checkbox"/> Where performances are indoors, rooms will be well ventilated.</li> </ul>	<b>10 Medium Risk</b> L5 x S2	Risk assessments to be developed for individual performances.	<b>No activities planned until Autumn 2021 after a move to Stage 2.</b>	<b>6 Medium Risk</b> L3 x S2



			There will be no performances with audiences		
<b>Hazards relating to school activities outside</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Pupil/staff cohorts will remain together at all times.</li> <li><input type="checkbox"/> Outside spaces to be used for learning where possible.</li> <li><input type="checkbox"/> Outdoor play equipment will be <u>frequently</u> cleaned, before and after use and between groups.</li> <li><input type="checkbox"/> Where possible outdoor sports will be prioritised.</li> </ul>	<p style="text-align: center;"><b>10</b> <b>Medium</b> <b>Risk</b> <b>L5 x S2</b></p>	Hall can be used if ventilation maintained.	Outdoor play equipment limited to one group per week with 72 hours between change of groups. Classes have individual spaces only shared with one other class (at different times each day).	<p style="text-align: center;"><b>5</b> <b>Low Risk</b> <b>L5 x S1</b></p>
<b>Hazards in relation to lack of cleaning/ hygiene/waste management</b>  Inadequate cleaning and hygiene processes	<ul style="list-style-type: none"> <li><input type="checkbox"/> Cleaning will be carried out in accordance with the current guidance: <a href="#">COVID-19 Cleaning in non-healthcare settings</a></li> <li><input type="checkbox"/> Suitable signage and visual instructions are displayed as required.</li> <li><input type="checkbox"/> Local school-specific risk assessments will identify additional control measures to be followed to prevent cross contamination.</li> <li><input type="checkbox"/> When delivering personal/intimate care, staff will wear the normal PPE required as detailed in the individual healthcare plans.</li> <li><input type="checkbox"/> Supplies of hand sanitiser are available at entrance points and where there are no sinks.</li> <li><input type="checkbox"/> Staff and pupils are instructed to wash their hands upon entry to the building, returning from breaks, before and after eating, and after they have been to the toilet.</li> <li><input type="checkbox"/> Hand hygiene procedures are widely promoted and adhered to with provision/promotion of the use of sanitising hand gel (60% alcohol) as required for those without easy access to suitable handwashing facilities.</li> <li><input type="checkbox"/> Handwashing facilities (sink with soap/paper towels) are available based on applicable building regulations.</li> </ul>	<p style="text-align: center;"><b>10</b> <b>Medium</b> <b>Risk</b> <b>L5 x S2</b></p>	Pupil allergies identified where applicable.  Ongoing and regular reminders - promotion of developing national guidance in relation to COVID-19.  Obtain copies of safety data sheets for any sanitising products in use.  Ensure there are enough waste bins close to wash stations.  Where available electric hand dryers can be reconnected.	Stocks of PPE available in disabled toilets for staff to access.  Hand dryers remain out of use as physical action of drying hands is better at killing virus.	<p style="text-align: center;"><b>8</b> <b>Medium Risk</b> <b>L4 x S2</b></p>
<b>Transport and travel</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Safe transport guidance promoted to staff and parents.</li> <li><input type="checkbox"/> Protocols in place for drop off and pick up.</li> <li><input type="checkbox"/> A Transport risk assessment is available for SEND children.</li> </ul>	<p style="text-align: center;"><b>10</b> <b>Medium</b> <b>Risk</b></p>	No public transport available to Rockcliffe.	August email to all repeating previous guidance.	<p style="text-align: center;"><b>4</b> <b>Low Risk</b> <b>L2 x S2</b></p>



<p>Reducing the risk of infection on dedicated school transport and public transport and during organised educational visits</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Transport providers will follow appropriate controls as highlighted in their code of practice.</li> </ul>	<p><b>L5 x S2</b></p>	<p>SEND pupils travel with parents to school.</p>		<p style="background-color: green; color: white; text-align: center;">6 Medium Risk L3 x S2</p>
<p><b>Hazards in relation to pupil and staff wellbeing and mental health</b></p> <p>Preventing ill health due to anxiety and work-related stress</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> School Stress risk assessment in place.</li> <li><input type="checkbox"/> Where staff report work-related issues, individual stress risk assessment will be carried out in line with HSE guidance.</li> <li><input type="checkbox"/> Staff will be referred to occupational health as early as possible.</li> <li><input type="checkbox"/> Good communication measures in place and maintained with staff.</li> <li><input type="checkbox"/> All staff aware of their responsibilities to report safety concerns, ill health, damage, defects, accidents, or incidents in line with existing school policy.</li> </ul>	<p><b>10 Medium Risk L5 x S2</b></p>	<p>The Local Authority have produced the following guidance Coronavirus – getting back to school: <a href="#">Supporting emotional wellbeing and learning</a></p>		<p style="background-color: yellow; text-align: center;"><b>6 Medium Risk L3 x S2</b></p>
<p><b>Hazards in relation to staff and pupils deemed high risk due to underlying or pre-existing health conditions</b></p> <p>Pregnancy, asthma etc.</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Pupils who have previously been identified as ‘Clinically Extremely Vulnerable’ will follow the current Government guidance regarding shielding</li> <li><input type="checkbox"/> Those staff who are at a higher risk due to their underlying or pre-existing health conditions and have been prescribed medication, should where possible carry their prescribed medication with them at all times.</li> <li><input type="checkbox"/> Follow the <sup>1</sup>Government <a href="#">Coronavirus (COVID-19) advice for pregnant employees</a></li> <li><input type="checkbox"/> Individual risk assessments will be completed for <b>all</b> female staff who have given notification that they are pregnant</li> </ul>	<p><b>10 Medium Risk L5 x S2</b></p>	<p>Staff who may have increased risk from COVID-19 must raise their concerns with the Headteacher who will explain the measures the school is putting in place to reduce the risk, e.g. for Pregnancy, Asthma etc. If the person cannot undertake their normal duties or are unable to work from home contact your HR provider to discuss any reasonable adjustments.</p>	<p>No staff noted as CVE.</p> <p>All staff have been removed from face to face activity at 28 weeks.</p>	<p style="background-color: yellow; text-align: center;"><b>6 Medium Risk L3 x S2</b></p>
<p><b>Hazards in relation to managing incidents and emergencies</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Suitable follow-up procedures to be taken following potential infection exposure incidents (in line with current Public Health England and updated HSE RIDDOR guidance circulated to schools).</li> </ul>	<p><b>10 Medium Risk L5 x S2</b></p>	<p>FAW or certificates that expired after 16 March 2020 can remain valid until 31 October 2020 or 6</p>	<p>Training ongoing. Minimum requirements have been met at all times.</p>	<p style="background-color: yellow; text-align: center;"><b>6 Medium Risk L3 x S2</b></p>

<sup>1</sup> Guidance provided by the HSE, The Royal College of Obstetricians & Gynaecologists and the Royal College of Midwives



<p>First aid/accidents/incidents/emergencies</p> <p>Staff or pupil becoming unwell with COVID-19 symptoms whilst on site</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Suitable first aid kits in place, updated to include (where already not supplied) IIR surgical masks, rubber gloves and hand sanitisers for close contact first aid treatment.</li> <li><input type="checkbox"/> School Emergency Plan/Crisis Management Plan in place.</li> <li><input type="checkbox"/> All staff aware of their responsibilities to report safety concerns, ill health, damage, defects, accidents, or incidents in line with existing school policy.</li> <li><input type="checkbox"/> Where a child develops symptoms whilst at school, they will be moved to a room where they can be isolated from others until they can be collected. Where possible the room must be well-ventilated by opening a window. Adult supervision will be provided at all times by a trained member of staff.</li> <li><input type="checkbox"/> A separate toilet will be used if the child/adult needs to use the bathroom, which will be cleaned and disinfected in line with the current guidance: <a href="#">COVID-19 Cleaning in non-healthcare settings</a> ,before anyone else can use it.</li> </ul>		<p>months from date of expiry, whichever is later. All requalification training for these certificates should be completed by 31 March 2021.</p>	<p>Staff continue to revalidate before expiry of qualifications.</p> <p>Isolation space in disabled toilet in main entrance hall.</p>	
<p><b>Hazards in relation to eating and safe welfare facilities</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Timings in place to ensure safe management of break and lunchtimes.</li> <li><input type="checkbox"/> Adequate welfare facilities provided for all staff and pupils.</li> <li><input type="checkbox"/> Staff and pupils reminded to wash hands before and after eating.</li> </ul>	<p><b>10 Medium Risk L5 x S2</b></p>	<p>Staff to be encouraged to remain on site during lunch breaks. Where this is not possible staff are reminded to maintain social distancing whilst off site.</p>	<p>Staffroom has suitable limit on numbers and socially distanced seats. Maximum occupancy of 4, if more than 2 present door must be opened for additional ventilation.</p>	<p><b>4 Low Risk L2 x S2</b></p>
<p><b>Hazards due to the lack of suitable PPE</b></p> <p>Where carrying out close personal care tasks and physical restraint and unable to maintain 2m social distancing measures</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Staff and pupils to be fit/well to attend setting.</li> <li><input type="checkbox"/> Local risk assessments/individual healthcare plans/ behaviour management plans reviewed and followed to identify PPE requirements in line with current guidance.</li> <li><input type="checkbox"/> PPE to be fit for purpose/approved specification.</li> <li><input type="checkbox"/> Where PPE/RPE is provided, staff are provided with training and instruction in its use.</li> <li><input type="checkbox"/> PPE will be provided if a child or member of staff becomes ill with symptoms of COVID-19 and the staff who are caring for them are unable to maintain the 2m social distance. PPE measures will include a Type II Fluid Resistant Surgical Mask, apron, and gloves.</li> <li><input type="checkbox"/> Local compliance to be monitored by Headteachers as far as reasonably practicable.</li> </ul>	<p><b>10 Medium Risk L5 x S2</b></p>	<p><b>Contact the call centre to order PPE 0800 783 1967</b></p>		<p><b>6 Medium Risk L3 x S2</b></p>





	<ul style="list-style-type: none"> <li><input type="checkbox"/> Guidance provided to staff in relation to the use and wearing of their own face coverings.</li> <li><input type="checkbox"/> PPE that is normally needed for dealing with an individual child will be available as per individual healthcare plan.</li> </ul>				
<b>Staff suffering from ‘Post COVID Syndrome’ Returning to work following COVID-19 infection</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Arrangements will be in place to ensure that any staff member returning to work following a COVID-19 infection and potentially suffering from ‘Long COVID’ is fully supported in their return to work.</li> <li><input type="checkbox"/> <a href="https://www.yourcovidrecovery.nhs.uk/what-is-covid-19/">https://www.yourcovidrecovery.nhs.uk/what-is-covid-19/</a></li> </ul>	<p style="text-align: center;"><b>9</b> <b>Medium Risk</b> <b>L3 x S3</b></p>	Individual risk assessments to be carried out	Support to be identified as required.	<p style="text-align: center;"><b>6</b> <b>Medium Risk</b> <b>L3 x S2</b></p>
<b>Training</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> All staff will receive appropriate training and updates on the measures contained within this risk assessment.</li> </ul>	<p style="text-align: center;"><b>10</b> <b>Medium Risk</b> <b>L5 x S2</b></p>		Ongoing.	<p style="text-align: center;"><b>3</b> <b>Low Risk</b> <b>L3 x S1</b></p>
<b>Monitoring</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Current relevant national guidance will be monitored and followed.</li> <li><input type="checkbox"/> Risk assessment and its implementation will be monitored by the SLT on at least a weekly basis, and will take account of wellbeing survey information, weekly LA infection reports, and any critical incident reviews.</li> <li><input type="checkbox"/> Regular feedback will be provided to staff on the risk assessment reviews.</li> </ul>	<p style="text-align: center;"><b>10</b> <b>Medium Risk</b> <b>L5 x S2</b></p>			<p style="text-align: center;"><b>6</b> <b>Medium Risk</b> <b>L3 x S2</b></p>
<b>Dissemination</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> This document will be provided to all staff and be available on the school website.</li> </ul>				

<b>Assessment conclusion</b>	Providing the stated control measures are implemented and adhered to, the risk of contracting most viral infections can reduce to a manageable level in normal circumstances. Compliance with this risk assessment should be monitored and reviewed to ensure control measures remain effective.
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<b>To be completed by the Individual undertaking the risk assessment:</b>	
<b>Name:</b> David Hodgkiss	<b>Job Title:</b> Head Teacher





<b>Signature:</b> 	<b>Date:</b> 28 <sup>th</sup> August 2021
<b>To be completed by the Head teacher:</b>	
I consider this risk assessment to be suitable and sufficient to control the risks to the health and safety of both employees undertaking the tasks involved and any other person who may be affected by the activities.	
<b>Name:</b> David Hodgkiss	<b>Job Title:</b> Head Teacher
<b>Signature:</b> 	<b>Date:</b> 28 <sup>th</sup> August 2021

**Links to guidance**

**Staff, pupils, and others**

[E-Bug information about Coronavirus](#)

[Asymptomatic testing for Primary schools, school-based nurseries and maintained nursery schools](#)

[Updated Public Health advice for educational settings](#)

[Conducting a SEND risk assessment during the Coronavirus outbreak](#)

[Guidance on hand cleaning](#)

[Government Guidance Face coverings in Education](#)

[Government guidance on shielding and protecting extremely vulnerable persons from COVID-19](#)

[Coronavirus \(COVID-19\) advice for pregnant employees](#)

**Personal Protective Equipment – PPE**

[PHE guidance to putting on and removing \(Donning and Doffing\) PPE](#)

**Travel**

[Safer travel guidance for passengers](#)





		Severity/ Outcome				
		1 Insignificant	2 Minor	3 Moderate	4 Major	5 Most Severe
Likelihood	5 Very Likely	5 Low Risk	10 Medium Risk	15 High Risk	20 High Risk	25 High Risk
	4 Likely	4 Low Risk	8 Medium Risk	12 Medium Risk	16 High Risk	20 High Risk
	3 Possible	3 Low Risk	6 Medium Risk	9 Medium Risk	12 Medium Risk	15 High Risk
	2 Unlikely	2 Low Risk	4 Low Risk	6 Medium Risk	8 Medium Risk	10 Medium Risk
	1 Very Unlikely	1 Low Risk	2 Low Risk	3 Low Risk	4 Low Risk	5 Low Risk