



Risk Assessment

SCHOOL RISK ASSESSMENT –COVID 19

School name and address: Knowleswood Primary School		
Activity / Environment Description: COVID 19	Date of Assessment: 07/09/2021	
Assessed by (name): Clare Cosgrove Approved by (name): Noreen Dunn	Date of Review: 29/11/2021 08/04/2022	

Ref No	Hazard	Who is at risk?	Control Measures	L	S/C	Risk Rating with controls in place *see key overleaf
A. School Community						
A1	Visitors	Visitors and staff in contact	<ul style="list-style-type: none"> Visitors know timings and essential points in the day when groups/crowds of children may be present Hand sanitiser available Question on inventory system asking if the they have symptoms of Covid-19. 	2	1	2
A2	Not everyone is aware of current guidelines/advice	School community	<ul style="list-style-type: none"> Latest information shared with parents via text message. Latest information attached to email to staff Links to LA information and support on school website under Covid-19. 	2	1	2
B. Equipment, Facilities and Resources						
B1	Shared resources become a source of infection	All site users	<ul style="list-style-type: none"> Shared resources are regularly cleaned 	2	1	2
B2	Items used regularly by staff spread infection	All site users	<ul style="list-style-type: none"> Items several staff use are included in the 3x daily spot cleaning, for example microwave, kettle, and staff clean after use. 	2	1	2
B3	Light switches / exit buttons become source of infection	All site users	<ul style="list-style-type: none"> All touch points cleaned 3x per day 	2	1	2

B4	Infection is spread through poor ventilation	All site users	<ul style="list-style-type: none"> All ventilation equipment turned on Windows are open wherever possible 	1	1	1
B5	Inventory screen becomes an item that spreads infection	All site users	<ul style="list-style-type: none"> Hand sanitiser available to staff Screen to be cleaned 3x daily 	2	1	2
C. Cleaning and Hygiene						
C1	Infection spread due to incorrect cleaning	All site users	<ul style="list-style-type: none"> Correct chemicals used to clean school 3 x daily cleaning of all touch points i.e. door handles / toilet flushers / light switches Clear cleaning routine each day All surfaces cleaned with Selgiene + (agreed locked cupboards) All shared equipment sterilised / cleaned Additional cleaners during the school day. Toilets cleaned throughout the day Cleaning record sheets around school 	2	2	4
C2	Site users not following good hygiene practices	All site users	<ul style="list-style-type: none"> Site users must carry out good personal hygiene as per government guidance. To help prevent the spread of COVID-19, employees must: <ul style="list-style-type: none"> Wash your hands more often with soap and water for at least 20 seconds or use hand sanitiser gel/alcohol wipes if soap and water are not available. Cover your cough or sneeze with a tissue, then throw the tissue in a bin and wash your hands. Wash your hands when you get home or into work, when you blow your nose, sneeze or cough, eat or handle food handle packages and equipment. Avoid touching your eyes, nose and mouth with unwashed hands. Teachers to communicate this through circle time, communicated to staff through emails Hand sanitiser 	1	2	2

D. Different Times and Areas in the Day						
D1	Risk of Infection from Home Visits	Staff, Pupils, parents	<ul style="list-style-type: none"> • When visiting a home maintain 2m distance from door • Sanitise hands on return to school • Home visits to be completed by two members of staff 	1	2	2
E. Health and Wellbeing						
E1	Anyone with significant vulnerabilities coming into contact with the infection	All site users	<ul style="list-style-type: none"> • Follow government guidelines • Individual risk assessments as required, staff members to inform school if they believe this applies to them. 	1	2	2
E2	Child displaying symptoms	The child, group and group staff	<ul style="list-style-type: none"> • Follow attached flowchart use the tower and screens to isolate child • Adult family member picks up from school • Staff member to remain socially distant unless contact is needed – staff must wear a mask. • If the child uses a toilet – the area will be cleaned immediately • Room then cleaned 	1	1	1
E3	Staff Wellbeing becomes a concern	Staff	<ul style="list-style-type: none"> • Employees' individual circumstances taken into consideration and reasonable adaptations to working patterns or conditions considered • SLT to monitor wellbeing and be available to staff • Risk assessment shared with all staff • Individual risk assessment as needed • Employee assistance programme available for all staff 	2	1	2

Infection information D1

3. Implementing protective measures in educational and childcare settings

1. If a child displays COVID symptoms they should be sent home from the setting by contacting parent/carer immediately

2. Isolate child with appropriate adult supervision until collection – PPE should be worn if social distancing cannot be maintained (care needs or age of child)

3. You should move children and staff from affected area to enable cleaning

COVID-19: cleaning of non-healthcare settings

4. If life at risk or injury call 999

5. Members of staff should wash their hands following contact with the child

[guidance on hand cleaning](#)

6. The child should isolate for 3 days and immediate household members do not need to isolate