

Health & Safety

COVID 19 Risk Assessment – January 2022 onwards

School:	Windmill Hill
Assessor:	Paula Newman
Date:	January 22
Review Date:	When required



Please transfer any negative answers onto the Risk Assessment Proforma to show actions

Internal:

Entering and leaving school	Yes / No / N/A	Systems in place / proposed to manage risk.
Does effective liaison take place with bus companies/transport providers to ensure wearing of face coverings meets current guidance, and updated accordingly when required?	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	
Is the use of public transport discouraged where possible?	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	
Have 'sneeze screens' been left in place in relevant areas i.e. receptions, foyers etc to protect staff?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
For signing in/out at receptions are touch screens/digital systems still being regularly cleaned?	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	
If pupils use biometric registration, is this being regularly cleaned i.e. secondary schools?	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	
Is the use of hand sanitiser before use still encouraged?	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	
Are parents/carers who are accessing reception areas to office staff to action any queries still being offered an appointment system or telephone appointments?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	

Is there provision of hand sanitiser at entrances/exits for parents/staff/emergency contractors/pupils who still wish to use it?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Has ever changing guidance been clearly communicated to staff, parents, pupils and visitors (ongoing)?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Hygiene		
Has guidance been cascaded to pupils and parents on the importance of wearing face coverings in areas designated within current guidance and when using public and school transport?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Are there enough bins and supplies of tissues on site to encourage good respiratory hygiene (catch it, bin it, kill it)?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Is there an agreed policy on handwashing that covers frequency, time (minimum 20 seconds), sufficient access to handwashing facilities and supervision of handwashing for younger children?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Are younger children and children with complex needs be assisted to maintain good hand and respiratory hygiene?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Has a review of classroom risk assessments taken place i.e. consider is hand sanitiser required, cleaning regimes, ventilation use of CO2 Monitors, air filtration etc in line with current guidance?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Are staff and pupils encouraged not to touch hair, faces and continue with regular handwashing?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Is there a system for removing waste on a daily basis and provision for suspected contaminated waste i.e. double bagging and storage for 72 hours then dispose of in the normal waste?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Are there extra cleaning schedules in place for all areas? Have heavy use hot spots been identified that may require extra servicing?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	

Are there cleaning schedules in place for all I.T. equipment before and after use?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Do cleaning staff have access to sufficient stocks of cleaning products necessary to carry out relevant cleaning requirements?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Are cleaning staff trained to use any new products that may have been implemented and are COSHH risk assessments reviewed to include new products?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
If required can a deep clean be actioned at short notice under correct conditions i.e. full PPE, correct cleaning materials?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Is there a process in place to ensure the cleaning of toys, teaching aids, sports equipment on a regular basis?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
If I.T. suites are in use are appropriate cleaning measures in place?	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	
Are tablets, IPads cleaned before and after use?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Have non washable toys/items been removed?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Are children to be instructed not to bring items back and to from home to school i.e. toys etc? Are they encouraged to only bring in essential items i.e. lunch box, bag etc?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Are desks regularly cleaned?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Are children instructed to only use their own equipment i.e. pens, pencils etc and to not under no circumstances share use of such items?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Are procedures in place if classroom resources are shared to ensure they are cleaned regularly or if needed remove from use for 72 hours?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Are children instructed how to safely cough or sneeze i.e. into their elbow/arm, using a tissue, catch it, bin it, kill it? Encourage	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	

handwashing?		
Is there a system to allow for fresh air or change of air i.e. advisory to have windows open where possible? During winter months consider opening/closing windows at 15 minute intervals.	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
If free standing or desk fans are in use, are they positioned near to open windows to encourage circulation of fresh air?	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	
Are air conditioning systems set to bring in fresh air and not just to circulate inner room air?	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	
Where available, are CO2 monitors and / or air filtration units being used, monitored and results recorded?	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	
Have staff been instructed not to interfere with any such equipment, and have an agreed action plan in place if readings exceed the permitted level?	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	
Where touch terminals are in use in dining areas, are there appropriate cleaning regimes in place?	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	
Do cash machines in Secondary Schools have appropriate cleaning regimes in place?	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	
Are extra cleaning procedures in place for dining hall furniture before and after use?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Are pupils instructed not to share food i.e. children bringing in their own?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Are there extra cleaning schedules in place for eating areas including dining halls, kitchens, staff rooms etc?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Have heavy use 'hot spots' been identified that may require extra servicing?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Are kitchen/serving staff wearing appropriate protective clothing i.e. aprons, gloves, visors etc?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	

Have staff, pupils, visitors, parents, contractors and any other persons been instructed they must not attend the school site if they are displaying symptoms and to follow current government guidance?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Have staff/parents/guardians/carers been instructed to inform school if a suspected case is confirmed as COVID 19 by the current required test and to follow current government guidance?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Have areas been identified with suitable ventilation if possible to enable separation of staff/pupils (if safe to do so) in the event of developing symptoms until able to go home?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Is sufficient PPE available when persons are displaying COVID 19 symptoms if effective social distancing cannot be adhered to i.e. face mask, eye protection, gloves, and aprons?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Have staff been advised of correct use and disposal following current guidance? Is government guidance understood by staff using/wearing PPE?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Have staff been instructed on how to correctly wear PPE i.e. donning and doffing?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Are staff aware of how to safely dispose of contaminated PPE (double bagged, stored for 72 hours then disposed of)?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Are arrangements in place to have the separation areas thoroughly cleaned after use?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Are procedures in place for staff and pupils to immediately action good handwashing procedures if in contact with a suspected case within school and for any contaminated areas to be immediately closed until cleaned appropriately?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Have staff/pupils/parents received clear communications informing them of current government guidance on actions to take if anyone displays	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	

COVID 19 symptoms?		
Have parents been made aware of the schools infection control procedures? Are they aware they must inform the school immediately if they believe their child has been exposed to COVID 19 or are displaying symptoms?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Are sufficient stocks of PPE held for pupils whose care normally involves the use of PPE due to intimate care needs?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Are correct procedures followed for extra support, nappy or pad changing etc? Are handwashing facilities available?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Is PPE available and disposed of correctly along with soiled items?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Where as a result of risk assessment, staff carrying out task(s) which result in a FFP3 mask being required, have the said staff been suitably face fit tested for the equipment?	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	
Are changing beds/facilities cleaned before and after use?	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	
Are pregnant or vulnerable staff taking extra precautions to protect themselves?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Are sufficient stocks of PPE held for cleaners as per normal routine and for in the event of deep cleaning becoming a need i.e. coveralls, masks, eye protection, aprons, gloves?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Are there sufficient handwashing stations on site?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Does the school hold sufficient stocks of handwashing materials?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
If hand sanitiser is used is there sufficient supervision for safe use particularly for younger pupils/children taking into consideration recent safety alerts? Consider skin friendly cleaning wipes as an alternative?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Are handwashing areas regularly checked to ensure plentiful supplies of necessary soaps etc?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	

Is handwashing encouraged regularly for staff, pupils, and contractors, visitors if allowed into the building i.e. before/after food, when coughing or sneezing, use of welfare facilities?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Are pupils encouraged to wash hands before and after breaks/lunches?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Are toilets cleaned regularly?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Are bins emptied regularly?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Are pupil handwashing areas supervised? Is hand sanitiser required?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Have shared water fountains been taken out of use?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Greetings – Is physical contact encouraged to be avoided e.g. shaking hands? Simple verbal greetings to be used e.g. good morning?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Are staff / pupils advised to cover any cuts or wounds?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Any other hazards?		

Fire/ Emergency Incidents and Building Issues	Yes / No / N/A	Systems in place / proposed to manage risk
Has the full site fire risk assessment been reviewed?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Have fire evacuation plans been reviewed to reflect any areas change of use?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Has the reviewed fire evacuation plan been put into practice? Are incident controllers/fire marshals aware of new procedures?	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	
Have Bomb/Lockdown plans been reviewed to reflect any areas change of use?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Has the reviewed Bomb/Lockdown plan been put into practice?	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	
Have Business Continuity/Recovery plans been reviewed to reflect any changes?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Have staff, pupils, contractors and any allowable visitors been updated with any reviewed fire/bomb/lockdown arrangements?	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	
If internal fire doors are pinned open are they done so using either mag locks or door guards? If so both will automatically close on activation of the fire alarm. Internal fire doors should not be wedged open using makeshift items i.e. fire extinguishers, cardboard, wooden wedges etc.	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	
Are normal fire checks continuing i.e. alarm tests, emergency lighting test etc? Completion of weekly, monthly, 6 monthly requirements?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Are water management tests continuing as per normal?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Any other hazards?		

General	Yes / No / N/A	Systems in place / proposed to manage risk
Have Occupational Risk Assessments for staff been reviewed to reflect this current situation? Have they been communicated to staff?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
<p>Have environmental risk assessments been reviewed and communicated to staff?</p> <p>Have you considered;</p> <ol style="list-style-type: none"> 1. Access/egress? 2. Movement around school/early years setting? 3. Break times/lunch times/lesson changes? 4. Toileting? 5. Location of hand sanitisers? 6. Signage? 7. First Aid rooms? 8. Sensory rooms? 9. Intimate care rooms? 10. COVID Isolation room and bathroom facilities? 11. Kitchens 12. Dining rooms 13. Halls/gyms 14. Science and DT area? 15. LFD testing areas 	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Have vulnerable staff been identified who previously required a specific personal risk assessment? This includes pregnancy. After 28 weeks pregnant staff are more likely to suffer complications if contracting COVID-19 and not vaccinated. Vulnerable and pregnant staff should be encouraged to take extra precautions to protect	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	

themselves.		
Have VPEM formerly BAME staff been identified who previously required a specific personal risk assessment? Are they encouraged to take extra precautions?	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	
Are these staff excluded from any roles involving LFD testing?	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	
Are all risk assessments and individual plans for vulnerable children and children with additional needs in place and up to date?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Will staff be regularly briefed re their responsibilities and ever changing circumstances i.e. daily?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Has your staff handbook/induction process been reviewed to reflect the current situation?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Are site managers conducting their regular building checks i.e. site inspection checklists, temperature testing, fire alarm checks etc?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Have Head teachers/Site Managers liaised with contractors to seek assurances that any contractor attending site must be in good health, must adhere to the schools/early years settings rules and procedures, good handwashing procedures must be adhered to, possible use of separate entrances and abide by site rules in general to manage COVID 19?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Are there sufficient first aiders on site?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
If outdoor play equipment is in use are stringent rules adhered to		

and before/after cleaning measures in place?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Has the deliveries section of the 'Driving in Schools Grounds Risk Assessment' been reviewed to reflect your site procedures re COVID 19 and the acceptance of deliveries? Alternatively, have you produced a separate risk assessment/safe system of work for accepting deliveries? Ensure deliveries are contactless and not signed for.	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Deliveries / Post – Are appropriate procedures in place to receive, and send items. If required, is there appropriate isolation for packages?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Does your school have a school minibus? Are face coverings worn by users and driver?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Users in the same bubble so no need for face coverings.
Have you implemented procedures to ensure minibuses are cleaned before and after use, passenger numbers to be reduced, pupils seated by destination, first to alight at the front of the bus and is a log kept to record all journeys, passengers, issues etc?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Is there support in place for pupils returning to school who may have suffered bereavement, anxiety etc?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
When participating in 'out of school activities' have venue risk assessments been deemed suitable and sufficient by the Head teacher and are COVID protocols in place?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
During open days, live performances and any other large gatherings that include mass visitors are risk assessments in place, suitable and sufficient with full COVID protocols?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	

<p>Are governing bodies/trusts/executive boards continuing to meet regularly via online platforms or in safe surroundings to prevent transmission? Are relevant communication strategies in place to keep governors informed?</p>	<p><input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>	
<p>Any other hazards?</p>		

Test, Isolate and Local Outbreaks	Yes / No / N/A	Systems in place / proposed to manage risk
<p>Do you have in place, with regular reviews your outbreak management procedure/plan, including reintroduction of prior restrictions if necessary?</p>	<p><input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>	
<p>Are records kept of all visitors/contractors to site?</p>	<p><input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>	
<p>Is it made clear in policies and procedures to staff that anyone who is ill and showing symptoms must stay at home?</p>	<p><input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>	
<p>Is it made clear to parents/pupils that any person who has tested positive must remain at home and follow government guidance?</p>	<p><input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>	
<p>Is anyone who develops symptoms in school isolated (if safe to do so) and then sent home as soon as possible, see previous questions re isolation rooms/areas?</p>	<p><input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>	

If any person in isolation (if safe to do so) whilst waiting to go home requires to use a bathroom is there provision for use of a separate facility and are there cleaning regimes in place for after use?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
All of the above, staff/parents/pupils should be advised to follow 'Coronavirus, How to stay safe and help prevent the spread' guidance.	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Are there a supply of PCR home testing kits on site to distribute to staff/parents if necessary for persons displaying symptoms or who have tested positive on a school site LFD test?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Does the responsible person on site request persons displaying symptoms via staff/relative/parents/carer to inform the school immediately of the results of PCR tests taken?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
For individuals or groups of pupils are there remote education plans in place if needed?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
If the local PH team advise the school to temporarily close due to an outbreak is there a contingency plan in place?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Has the contents of this risk assessment been shared with your staff? Have they been involved in the preparation process and made aware of any new variants?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	

Welfare	Yes / No / N/A	Systems in place / proposed to manage risk
For staff/pupils continuing to work from home due to vulnerabilities is regular contact made?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Are you aware prolonged working from home can adversely affect mental health? Do you have strategies in place to assist staff/pupils who may need further support?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Is current government guidance in relation to the wearing of face coverings within the school environment being followed and unless there are a change of circumstances, are staff who wish to continue wearing them supported in this decision?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Are controls in place to keep staff anxieties at a minimal level, i.e. should staff continue to wear masks in shared areas for example? Is there regular communication strategies in place surrounding testing and vaccinations? Keep staff well informed.	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	

Testing and Vaccinations	Yes / No / N/A	Systems in place / proposed to manage risk
Are staff regularly encouraged to participate in Lateral Flow Testing and PCR Testing when needed? Please include any controls for non-testing staff in the RA proforma below?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Are staff encouraged to take up the offer of receiving a COVID 19 vaccination or booster? Please include any controls for non-vaccinated staff in the RA proforma below and consider vulnerable/pregnant staff?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
<p>If vaccinated or not are CEV, CV and pregnant staff encouraged to take extra precautions to protect themselves as per government guidance?</p> <p>Do they still require a specific personal risk assessment?</p>	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Are procedures in place for testing of staff/pupils who are double vaccinated, are a close contact but no longer have to isolate if coming into contact with a positive case?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	

Please transfer any negative answers onto the below Proforma to create your risk assessment action plan

Risk Assessment Proforma

School:	Assessment Date:
Assessor:	Review Date:

HAZARDS	NO. AT RISK	EXISTING CONTROLS	RISK LEVEL	ACTION REQUIRED	DATE DUE	SIGNED OFF/DATE

Risk Assessment Key

Likelihood

Probable = 3

Possible = 2

Unlikely = 1

Severity

Fatality 3

Serious Injury/Time lost 2

Minor Injury 1

Likelihood x Severity = Risk Ranking

Actions required based on Risk Ranking

Score	Rating	Actions Required
1	Insignificant	No action required and no records needed
2 – 3	Low	No additional controls required. Consideration may be given to a more cost-effective solution of improvement that imposes no additional cost. Monitor to ensure control measures are maintained.
4	Medium	Efforts should be made to reduce the risk with costs taken into consideration. Give a time period and identify a person responsible.
6	Medium	Work should not be started until the risk has been reduced. If the work is in progress, urgent action should be taken.
6 – If Fatality	High	Work should not be started or continued.
9	High	Work should not be started or continued.

		Consequence		
		Minor (1)	Serious Injury (2)	Fatality (3)
Likelihood	Unlikely (1)	1	2	3
	Possible (2)	2	4	6
	Probable (3)	3	6	9

	Low
	Medium
	High

Version control and Change History

Version Control	Date Released	Date Effective	Amendment	Officer
1	July 2020	July 2020	Document created	LPR
2	Jan 2021	Jan 2021	Document reviewed. September removed from title and footer, now 2020 2021, before September references removed and changes to present time, deep clean prior to opening changed to as required, addition of 'if floor signage is damaged – regular review and replacement required, all September adjustments in bold now removed, inclusion of face coverings to be worn where appropriate as per government	LPR

			<p>guidance, training included for cleaners around new products and review of COSHH risk assessments, implementation of bubbles changed to maintaining bubbles, advice to open/close windows during winter months in 15 minutes slots, assemblies advice included re new variant and lockdown, pinning open of internal fire doors updated to only include mag locks or doors guards as per fire service advice, no door wedges or other, pre-opening water testing management changed to ongoing, new variant to be included in occupational risk assessment, BAME risk assessment requirement now included, exclusion of vulnerable staff, pregnant and BAME from hold LFD testing roles, 28 week advice included re pregnancy, rows split to ensure one question per row, welfare if isolating section added.</p>	
3	June 2021	June 2021	Section included re non testing and non-vaccination staff	LPR
4	July 2021	July 2021	Reviewed in line with step 4 of government guidance and lifting	LPR

			of restrictions. Statements and wording changed to include 'if preferred', 'expected and recommended', 'subject to change', 'where possible' etc. 'COVID 19 stay at home guidance' changed to 'Coronavirus, how to stay safe and help prevent the spread'. BAME now VPEM.	
5	August 2021	August 2021	Document updated in line with changes from 16 th August onwards, all dependent upon local changes or reimplemented restrictions for case number levels.	
6	January 2022	January 2022	Document updated. Face coverings – current guidance updated regarding when and where they should be worn. Use, monitoring and recording of CO2 monitors and air filtration units included, Procedures for dealing with high readings. Use of FFP3 masks and required face fit testing.	