

CUMBRIA COUNTY COUNCIL MODEL INFECTION PREVENTION CONTROL SCHOOLS OPERATIONS RISK ASSESSMENT



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 recognises that local decisions to open or not **MUST** follow a risk-based approach appropriate to the resources and capacity of each individual setting. Other types of schools are welcome to use these models to help their own planning and risk assessment approach but must ensure that they prioritise their own employer's health and safety management procedures.

This document is a template to be used to help governing bodies and headteachers develop and tailor a site-specific risk assessment in relation to infection prevention control including ongoing controls for COVID-19.

Below is a list of potential of hazards within our premises and the recommended control measures which apply to the majority of settings to aim to help you manage risks to the lowest possible level. Controls shown follow current available guidance and best practice.

Headteachers and governing bodies are responsible for monitoring the advice and guidance available, ensuring risk assessments and safe working practices are updated where applicable and cascaded through to employees. They must ensure that compliance is monitored, and any emerging issues addressed appropriately.

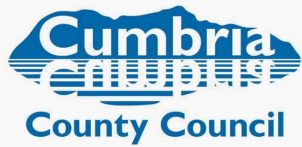
PLEASE NOTE:

Updated guidance issued January 2022 regarding the use of face coverings for students in year 7 and above in classrooms in RED

Policy changes introduced on 30 November due to concerns about the new variant Omicron. Updates in **BLUE**.

Help and support with the development of your risk assessment is available through the County Council's Corporate Health and Safety Team at healthandsafety@cumbria.gov.uk .

Please note that the Local Authority is liaising with contractors working on its behalf to ensure that they are undertaking effective liaison with occupiers **BEFORE** attending site – contractors are asked to provide key information in relation to how they are managing infection control.



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This risk assessment refers to current national guidance, which is listed at the end of this document, and within accompanying guidance.



Likelihood:

Very unlikely, e.g. 1 in 1,000,000 chance of it happening
 Unlikely, e.g. 1 in 100,000 chance of it happening
 Possible, e.g. likely to occur during standard operations
 Likely, e.g. has been known to happen before
 Very likely, e.g. it is almost certain that something will happen

Severity:

Insignificant	No injury
Minor	Minor injuries requiring first aid
Moderate	First aid/RIDDOR reportable incident
Major	Serious injury/hospital attendance
Most severe	Disabling injury, long term ill-health or fatality

15-25 Unacceptable.

Stop activity and make immediate improvements

6-12 Tolerable

Look to improve within a specified timescale

1-5 Acceptable

No further action, but ensure controls are maintained

		Severity				
		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

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RA reference	<i>Enter your RA ref</i>	Activity description	Infection prevention and control during COVID-19 pandemic
Assessment date	5/01/22	Assessor name	Susan Davies
Assessment team members	Staff governors	Planned review date	As required
Location	Church Walk C.E. primary	Number of people exposed	120
Overall residual risk level following implementation of effective control measures	Medium risk Professionals in Public Health, Health and Safety and LA services will continue to work closely with recognised trade union colleagues to promote safe working procedures, suitable safety controls and limit risk.	People exposed	All employees Pupils Visitors Contractors Members of the public Vulnerable children/adults Persons with pre-existing medical conditions First aiders New/expectant mothers
DfE helpline: 0800 046 8687 (select option 1 for advice on action to take in response to a positive case)			
Assessment last updated	November 2021	Is this an acceptable risk?	Yes/ No
<p>Training: All staff will receive training and information proportionate and relevant to the activity that is being undertaken.</p> <p>Monitor and review: This risk assessment and its implementation will be monitored on at least a weekly basis and will take account of any new or updated guidance and ensure that the control measures remain relevant and effective.</p> <p>Communication and consultation: Regular updates will be provided to all staff through team meetings/staff bulletins – feedback and comments will be welcomed. Copies of this risk assessment will be available on our school website.</p> <p>The Shielding programme for people considered Clinically Extremely Vulnerable has now ended in England Letter to patients - end of the shielding programme</p> <p>From 4am Friday 7 January the rules for travel to England will change. ¹Check the rules for travel to England from abroad.</p>			

¹ [Travel to England from another country during coronavirus \(COVID-19\)](#)



We use the term '**must**' when you are legally required to do something and '**should**' when the advice set out should be followed unless there is a good reason not to.

All public and staff in public facing areas will be required to wear face coverings - for full list of settings see [Face coverings: when to wear one, exemptions, and how to make your own - GOV.UK \(www.gov.uk\)](#)

²As of the 11th January 2022 anyone who has a positive LFT test need not take a PCR test if they do not have symptoms but must self-isolate immediately and report the result on [report their result on Gov.UK](#)

Hazard description and how people are at risk	Potential risk	Current control measures (those that are in place)	Additional control measures (to be identified and implemented)	Residual risk	Action details by whom by when
Hazards in relation to staffing and daily operation during COVID-19 pandemic		<ul style="list-style-type: none"> <input type="checkbox"/> In the event of an outbreak, we will follow local Health Protection advice. Coronavirus (COVID-19) - information for schools and early years settings <input type="checkbox"/> Information posters highlighting the symptoms of COVID-19 are prominently displayed throughout the premises. <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 are advised that they must not come into school if they have Coronavirus (COVID 19) symptoms (a high temperature, a new continuous cough, loss of taste or smell), or they have had a positive LFT. <input type="checkbox"/> Staff and pupils travelling from abroad will adhere to travel legislation as set out in Travel 	<ul style="list-style-type: none"> <input type="checkbox"/> Catch it Kill it Bin it Poster on Schools Portal <input type="checkbox"/> e-Bug COVID-19 website <input type="checkbox"/> The headteacher will refer to the local Public Health Coronavirus (COVID-19) - information for schools and early 		Signs will be placed on each gate into the playground

² [Confirmatory PCR tests to be temporarily suspended for positive lateral flow test results](#)



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		<ul style="list-style-type: none"> <input type="checkbox"/> Staff are responsible for ensuring that they are up-to-date with their own routine immunisations. <input type="checkbox"/> Staff and pupils over the age of 16 where appropriate are encouraged to download the NHS COVID-19 app and follow the government guidance Use of the NHS COVID-19 app in education and childcare settings <input type="checkbox"/> We will continue to encourage staff to take up the offer of vaccination and will support them to attend booked vaccine appointments during term time. <input type="checkbox"/> We will continue to stagger lunchtimes and breaks to ensure continuous safe management. <input type="checkbox"/> We will continue to encourage staff to remain on site during lunchbreaks. Where this is not possible we will ask that they take added precautions such as using face coverings in busy or crowded areas and in shops and on public transport where it is now mandatory to wear a face covering. 	<ul style="list-style-type: none"> <input type="checkbox"/> We recommend that staff pause the 'trace' function of the NHS COVID-19 app in certain situations. <input type="checkbox"/> ⁶We have put in place the local Public Health Contingency Framework for managing local outbreaks. <input type="checkbox"/> ⁷We will support and encourage our young people (aged 16-17) to take up the offer of a vaccine including boosters. ⁸ 		<p>coverings in all communal areas.</p> <p>Infants and juniors will continue to have separate break times and lunch times Children will eat in their class groups</p>

⁶ [Coronavirus \(COVID-19\) - information for schools and early years settings](#) Model Contingency Framework [Crisis Management and Emergencies in Schools](#)

⁷ [Who can get the coronavirus \(COVID-19\) vaccine - NHS \(www.nhs.uk\)](#)

⁸ [COVID-19 vaccination programme for children and young people: guidance for schools](#)



Hazard description and how people are at risk	Potential risk	Current control measures (those that are in place)	Additional control measures (to be identified and implemented)	Residual risk	Action details by whom by when
Hazards relating to visitors coming into the setting		<ul style="list-style-type: none"> <input type="checkbox"/> We will continue to ask visitors to sign in and use the hand sanitiser available at the entrance. <input type="checkbox"/> <i>We will continue where possible to check in advance with visitors that they are not experiencing symptoms.</i> <input type="checkbox"/> We will encourage visitors and visiting specialists to take a Lateral Flow Test prior to the visit. <input type="checkbox"/> Key contractors carrying out critical/essential works will be made aware of this risk assessment. 	<input type="checkbox"/>		
Hazards relating to close contact with asymptomatic persons		<ul style="list-style-type: none"> <input type="checkbox"/> Headteacher will continue to determine arrangements to manage pupil groups dependent on the school circumstances, with the aim of minimising contact between individuals and maintain social distancing wherever possible. 	<ul style="list-style-type: none"> <input type="checkbox"/> We will follow the appropriate Information for schools and early years settings provided by the 		For the present time, we will hold assemblies virtually



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		<ul style="list-style-type: none"> <input type="checkbox"/> Children will continue to be supported to maintain social distancing and encouraged not to touch staff where possible. <input type="checkbox"/> All staff with younger children and children with complex needs or who need close personal care will continue to try to maintain their distance and minimise time spent within 1 metre of anyone. <input type="checkbox"/> We will continue to follow Government guidance for face coverings to be worn in crowded and enclosed spaces including public transport and dedicated school transport. <input type="checkbox"/> We will continue to keep a small supply of face masks in the event of a change in local public health guidance due to any rise in cases. <input type="checkbox"/> We will continue to encourage all staff to undertake twice weekly home tests. <input type="checkbox"/> 	<ul style="list-style-type: none"> Public Health team regarding the different threshold levels and introduce measures in line with each level. <input type="checkbox"/> ⁹Staff, and adult visitors will be asked to wear face coverings when moving around the school in corridors and communal areas. <input type="checkbox"/> ¹⁰ <input type="checkbox"/> We will continue to maintain records of all visitors to support the NHS Track and Trace programme where necessary. 		<p>rather than whole school in the hall. Children will eat lunch in their class groups. Staff meetings will be virtual and staff from different classes will be discouraged from meeting together in the staff room.</p>

⁹ Transparent face coverings can be worn to assist communication with someone who relies on: • lip reading • clear sound • facial expression

¹⁰ This does not apply in situations where wearing a face covering would impact on the ability to take part in exercise or strenuous activity, for example in PE lessons.

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<p>Hazards relating to close contact with symptomatic persons</p>		<ul style="list-style-type: none"> <input type="checkbox"/> We will continue to follow public health advice on testing, self-isolation and management of confirmed cases of COVID-19. <input type="checkbox"/> We will send home anyone who develops symptoms, however mild, whilst in school. <input type="checkbox"/> We will continue to make a space available for any symptomatic pupil who is awaiting collection. <input type="checkbox"/> We will ensure that there is adequate ventilation in the room and a supply of PPE available in case close contact is necessary. <input type="checkbox"/> We will ensure that appropriate adult supervision is available. <input type="checkbox"/> We will ensure that the space is thoroughly cleaned once the pupil has been collected. 	<ul style="list-style-type: none"> <input type="checkbox"/> We will continue to encourage staff to take a PCR test if they are contacted by NHS Track and Trace. <input type="checkbox"/> We will arrange for the pupil to be collected rather than use public/dedicated school transport. 		
<p>Hazards in relation to poor cleaning/ hygiene/waste management</p> <p>Inadequate cleaning and hygiene processes</p>		<ul style="list-style-type: none"> <input type="checkbox"/> We will continue to encourage and remind about frequent and thorough hand-cleaning for all staff and pupils and maintain adequate supplies of soap and hand sanitiser. <input type="checkbox"/> We will continue to remind pupils to discard used paper towels in the bins provided. <input type="checkbox"/> Cleaning regimes will be maintained and will include regular cleaning of areas and equipment and frequently-touched surfaces as detailed in the current PHE guidance COVID-19 Decontamination in non-healthcare settings 	<ul style="list-style-type: none"> <input type="checkbox"/> Pupil allergies identified where applicable. 		

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		<ul style="list-style-type: none"> <input type="checkbox"/> We will continue to ensure that shared resources are cleaned regularly and rotated where possible. <input type="checkbox"/> We have copies of all relevant safety data sheets for sanitising products used. <input type="checkbox"/> Electric hand dryers are subject to planned maintenance as identified in manufacturers recommendations. <input type="checkbox"/> Local school-specific risk assessments will identify additional control measures to be followed to prevent cross contamination and infection, e.g., cleaning/kitchen RA's. 			
Hazards in relation to shortage of staff due to infection or isolation		<ul style="list-style-type: none"> <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. <input type="checkbox"/> Ratios are based on appropriate risk assessments. <input type="checkbox"/> All employees are advised of and offered vaccination cover. 			
Hazards in relation to staff and pupils deemed high risk due to underlying or pre-existing health conditions, and pregnant women		<ul style="list-style-type: none"> <input type="checkbox"/> ¹¹Pupils - separate individual risk assessment/healthcare/behaviour management plans and external support are accessed where required to determine if the child or young person can safely attend the setting where one-to-one care or support is not available for them. 			

¹¹ [Supporting pupils at school with medical conditions](#)



Hazard description and how people are at risk	Potential risk	Current control measures (those that are in place)	Additional control measures (to be identified and implemented)	Residual risk	Action details by whom by when
		<ul style="list-style-type: none"> <input type="checkbox"/> ¹²We will continue to follow the government guidance for staff previously considered Clinically Extremely Vulnerable (CEV) and ensure that individual risk assessments are carried out, reviewed and any additional measures put in place to ensure their safety. <input type="checkbox"/> We will acknowledge advice from the individual's clinician who has advised that a CEV person cannot attend the setting. <input type="checkbox"/> ¹³We will continue to encourage staff who may be at increased risk from COVID-19 to raise their concerns with the headteacher, who will explain the measures the school is putting in place to reduce the risk. <input type="checkbox"/> We will continue to follow the ¹⁴Coronavirus (COVID-19) advice for pregnant employees <input type="checkbox"/> Individual risk assessments will be completed for all female staff who have given notification that they are pregnant. <input type="checkbox"/> We will ensure that online learning is available to any pupil who is unable to attend school due clinical or public health advice. 	<ul style="list-style-type: none"> <input type="checkbox"/> ¹⁵We will continue to support and encourage our pregnant staff to take up the offer of vaccination. 		

¹² [Guidance for people previously considered CEV from COVID-19](#)

¹³ [Protect vulnerable workers - Working safely during the coronavirus \(COVID-19\) pandemic \(hse.gov.uk\)](#)

¹⁴ Guidance provided by the HSE, The Royal College of Obstetricians & Gynaecologists and the Royal College of Midwives

¹⁵ [Pregnancy, breastfeeding, fertility and coronavirus \(COVID-19\) vaccination - NHS \(www.nhs.uk\)](#)



Hazard description and how people are at risk	Potential risk	Current control measures (those that are in place)	Additional control measures (to be identified and implemented)	Residual risk	Action details by whom by when
<p>Hazards in relation to the use of transport and travel (public transport, dedicated school transport and educational visits)</p>		<ul style="list-style-type: none"> <input type="checkbox"/> We will promote safe transport guidance to staff and parents and continue to encourage where possible to avoid/limit the use of public transport. <input type="checkbox"/> We will follow government guidance and continue to instruct children and young people aged 11 and over they should wear face coverings when travelling to school on dedicated school transport. (unless exempt) <input type="checkbox"/> Transport providers will continue to follow appropriate controls as highlighted in their code of practice. <input type="checkbox"/> Pupils who have travelled to school on public or dedicated transport will be reminded about good hygiene practices when putting on, removing and storing their face coverings. <input type="checkbox"/> ¹⁶We will refer to latest Government guidance and the Kym Allan website for additional guidance regarding the resumption of educational daytrips and residential visits. <input type="checkbox"/> ¹⁷We will undertake full and thorough risk assessments in relation to all educational visits and ensure that public health advice is included as part of the risk assessment 	<ul style="list-style-type: none"> <input type="checkbox"/> Protocols will remain in place for drop off and pick up. <input type="checkbox"/> We will continue to record how everyone, travels to and from school (to support NHS Test and Trace). <input type="checkbox"/> We will continue to instruct pupils that they <u>must</u> wear face coverings when travelling on public transport. 		

¹⁶ Local Authority schools must make use of the EVOLVE Notification and Approval System. They will be expected to follow the normal process of risk assessment and log all educational visits onto the EVOLVE database

¹⁷ [Health and safety on educational visits](#)

Hazard description and how people are at risk	Potential risk	Current control measures (those that are in place)	Additional control measures (to be identified and implemented)	Residual risk	Action details by whom by when
<p>Hazards in relation to pupil and staff wellbeing and mental health</p> <p>Preventing ill health due to anxiety and work-related stress</p>		<ul style="list-style-type: none"> <input type="checkbox"/> Whole-school staff stress risk assessment in place. <input type="checkbox"/> Where staff report work-related issues, individual stress risk assessments will be carried out in line with HSE guidance. <input type="checkbox"/> Staff will be referred to occupational health as early as possible. <input type="checkbox"/> Good communication measures are in place and maintained with staff. <input type="checkbox"/> The Local Authority have produced the following guidance Coronavirus - getting back to school - Supporting emotional wellbeing and learning <input type="checkbox"/> We have access to useful links and sources of support through Promoting and supporting mental health and wellbeing in schools 			
<p>Staff suffering from 'Post-COVID Syndrome' returning to work following COVID-19 infection</p>		<ul style="list-style-type: none"> <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. <input type="checkbox"/> Referrals to occupational health will be made where required. 	<ul style="list-style-type: none"> <input type="checkbox"/> Individual risk assessments to be carried out. <input type="checkbox"/> Your COVID Recovery Supporting your recovery after COVID-19 		
<p>Hazards due to the lack of suitable PPE</p>		<ul style="list-style-type: none"> <input type="checkbox"/> Local risk assessments/individual healthcare plans/behaviour management plans reviewed 	<p>Where required contact the call centre to order PPE 0800 783 1967 (Manned from 09:00 –</p>		

Hazard description and how people are at risk	Potential risk	Current control measures (those that are in place)	Additional control measures (to be identified and implemented)	Residual risk	Action details by whom by when
		<p>and followed to identify ¹⁸PPE requirements in line with current guidance.</p> <ul style="list-style-type: none"> <input type="checkbox"/> ¹⁹PPE to be fit for purpose/approved specification. <input type="checkbox"/> Where PPE/RPE is provided, staff are provided with training and instruction in its use. <input type="checkbox"/> Local compliance to be monitored by headteacher as far as reasonably practicable. <input type="checkbox"/> Guidance provided to staff in relation to the use and wearing of their own face coverings. 	17:00 Monday to Friday)		
Hazards due to verbal and physical abuse of staff		<ul style="list-style-type: none"> <input type="checkbox"/> We have a separate risk assessment for dealing with violent situations and staff are aware of the control measures. <input type="checkbox"/> Staff are all aware of the school SIGN 04 Violence and aggression at work. <input type="checkbox"/> All incidents of verbal or physical abuse will be reported on an ²⁰Accident/incident report form for inclusion on the E-Safety database. 			
Hazards in relation to managing incidents and emergencies		<ul style="list-style-type: none"> <input type="checkbox"/> Emergency procedures have been reviewed to ensure that arrangements remain valid for fire safety management. <input type="checkbox"/> Suitable follow-up procedures to be taken following potential infection exposure incidents (in line with current Public Health 			

¹⁸ PPE provided free to SEND schools will continue as long as supplies continue to be provided at no cost.

¹⁹ PPE will be available to order where required (i.e., in the event of an Outbreak)

²⁰ [Accident Reporting and Investigation - All Documents \(cumbria.gov.uk\)](https://www.cumbria.gov.uk/accident-reporting-and-investigation)



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		<p>England and updated HSE RIDDOR guidance circulated to schools).</p> <ul style="list-style-type: none"> <input type="checkbox"/> At least one person with a paediatric first aid certificate will be on the premises at all times <input type="checkbox"/> Suitable first aid kits are in place, regularly checked and updated to include (where already not supplied) IIR surgical masks, rubber gloves and hand sanitisers for close contact first aid treatment. <input type="checkbox"/> First aiders for the premises are issued with current advice and guidance. <input type="checkbox"/> All staff are aware of their responsibilities to report safety concerns, ill health, damage, defects, accidents, or incidents in line with existing school policy. 			
Respiratory syncytial virus (RSV), Norovirus, Influenza and other health conditions		<ul style="list-style-type: none"> <input type="checkbox"/> E-School Nurse - support for health conditions Cumbria County Council <input type="checkbox"/> Health A to Z - NHS <input type="checkbox"/> Health protection in schools and other childcare facilities 			

To be completed by the individual undertaking the risk assessment:

Name:	Susan Davies	Job title:	Head teacher
Signature		Date:	5/01/22

To be completed by the headteacher:



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.			
Name:	Susan Davies	Job title	
Signature:		Date:	5/01/22

Useful links and guidance:

[Schools COVID-19 operational guidance](#)

[When to self-isolate and what to do - Coronavirus \(COVID-19\)](#)

[Stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)

[COVID-19 actions for out-of-school settings](#)

[SEND and specialist settings - additional operational guidance: COVID-19](#)

[The use of personal protective equipment \(PPE\) in education, childcare and children’s social care settings, including for aerosol generating procedures \(AGPs\)](#)

[Face coverings: when to wear one, exemptions, and how to make your own](#)

<https://oeapng.info> Outdoor Education Advisory Panel advice on health and safety on educational visits