

# Coronavirus: risk assessment template with changes for national lockdown

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Use and adapt this template to help you document the risk control measures you have in place whilst your school is only open to vulnerable children and children of critical workers. It covers the measures you'd need above and beyond the usual control measures you have in place such as hygiene during food preparation or intimate care.

**Look at the column next to the controls that were previously in place (during the tiers system), to find out measures you'll need to adapt during the national lockdown – we've now also included these measures listed in the controls column.** We've only listed changes where the DfE's advice has been updated - you may need to make additional changes based on the context of your school and any advice from your local authority (LA).

For example, take into account:

- › The number of staff and pupils you expect to have in
- › Any [risk assessments for individual staff](#) that you do, particularly for staff who are at higher risk of contracting or becoming seriously ill from coronavirus (e.g. those who are clinically vulnerable, including staff who are pregnant, and/or who are BAME)
- › Any reasonable adjustments you'll need to make to enable everyone to follow the measures, including pupils with EHC plans (e.g. having signs written in Braille, designing approaches to help children with challenging behaviour who may struggle to follow the rules)
- › The size and layout of your school premises
- › The resources you have in stock or can order easily (e.g. PPE, soap, cleaning products)

We've also highlighted in yellow some particular parts you'll need to adapt – delete the yellow text as you go.

The example measures we list are based on current (as at 8 January 2021) government guidance:

- › [Restricting attendance during the national lockdown](#)
- › [Critical workers who can access schools or educational settings](#)
- › [Coronavirus: advice for pregnant employees](#)
- › [Mass asymptomatic testing: schools and colleges](#)

## How to approach risk estimation and management

The DfE advises that you take the following approach (in this order) to reducing risks in your school:

1. **Elimination:** if an activity isn't considered essential and has risks attached, stop it
2. **Substitution:** replace the activity with one that reduces the risk. Take care not to substitute the activity with one that'll introduce new hazards.
3. **Engineering controls:** introduce measures that help control or mitigate risk
4. **Administrative controls:** identify and implement the procedures to improve safety (for example, by having markings on the floor or signage around school)
5. Having gone through this process, **use PPE where the guidance advises it is required**

Respond to risks in a way that's appropriate for your school's circumstances. For each risk, consider whether there are measures in each of the above steps that you can adopt before moving onto the next step.

### **Make sure you consult the right people**

Talk to:

- Independent legal experts
- Your insurance providers
- Your staff, particularly any union representatives – and remember that you'll also need to provide your staff with any training they need on how to implement the measures you're taking (e.g. changes to behaviour rules, how to dispose of PPE)

### **RAG rate your control measures**

Mark up each control measure in the appropriate colour, to make it clear how prepared you are for each measure being in place for the autumn term.

- Red: this measure cannot be put in place in our school
- Amber: this measure isn't in place yet, but can be in place for the autumn term
- Green: this measure is already in place

To do this, highlight the text and then pick the relevant colour using the 'shading' tool above: 

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<p>Contact with someone suffering from coronavirus</p>	<p>Everyone will be asked not to come into school if they need to self-isolate under <a href="#">current guidance</a>. Regular reminders will be given about this.</p> <p>Anyone self-isolating with symptoms will be advised to do so for at least 10 days from the onset of symptoms, and to access <a href="#">testing</a> and engage with the NHS Test and Trace process.</p> <p>If a symptomatic person comes into school, they will be sent home immediately or isolated until they can be picked up. Key stage one pupils will isolate in the white room and key stage two pupils will isolate at the back of the activity area.</p> <p>999 will be called if they are seriously ill or injured or their life is at risk.</p> <p>In the case of a symptomatic pupil who needs to be supervised before being picked up:</p> <ul style="list-style-type: none"> <li>• If a distance of 2 metres can't be maintained, supervising staff will wear a fluid-resistant surgical mask</li> <li>• If contact is necessary, supervising staff will also wear disposable gloves and a disposable apron</li> <li>• If there's a risk of splashing to the eyes, such as from</li> </ul>	<p><b>Dealing with a coronavirus outbreak:</b> Primary schools and secondary schools <b>not</b> participating in the government's rapid testing programme need to work with the local health protection team to decide if additional action is needed if there are 2 or more confirmed cases within 10 days, or an overall rise in sickness absence where coronavirus is suspected (this is not the case for secondary schools taking part in the government's rapid testing programme)</p>	<p>Co-headteachers</p> <p>All staff</p>	<p>Lateral flow for staff in school will begin from Monday 18<sup>th</sup> January.</p>	

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	<p>coughing, spitting or vomiting, supervising staff will also wear eye protection</p> <p>Supervising staff will wash their hands thoroughly for 20 seconds after the pupil has been picked up.</p> <p>We will provide home testing kits to parents/carers collecting symptomatic children, and to staff who've developed symptoms at school, if they are unable to get a test elsewhere.</p> <p>A deep clean will take place in the areas that the symptomatic person has been, and PPE will be disposed of properly, following <a href="#">decontamination guidance</a>.</p> <p>If the school becomes aware that a pupil or a staff member has tested positive for coronavirus, and needs advice on next steps, the school will contact the DfE helpline on <b>0800 046 8687</b> and select option 1. (If no advice is required, the school will report the case using the DfE's '<a href="#">online attendance form daily return</a>'). The advice service (or <a href="#">local health protection team</a>, if the call is escalated to them), will carry out a rapid risk assessment to confirm who's been in close contact with the person when infectious.</p> <p>The school will ask (using a template letter from the local health protection</p>				

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	<p>team) all close contacts to self-isolate for <b>10 days</b> from the day they were last in close contact.</p> <p><b>When government provide primary schools with lateral flow tests:</b></p> <p>We will ask <b>all staff</b> to take a lateral flow test. Staff will be tested once a week on an ongoing basis.</p> <p>If the test is <b>positive</b>, we will follow the same steps (laid out above) as if that pupil/staff member were displaying symptoms, including asking them to take a standard coronavirus test at home.</p> <p>If there are 2 or more confirmed cases within 10 days, or an overall rise in sickness absence where coronavirus is suspected, the school will work with the local health protection team to decide if additional action is needed. Any advice given by the team will be followed.</p>				
Contact with coronavirus when getting to and from school	<p>Everyone will be encouraged to walk or cycle into school. No pupils take public transport. Parents have been reminded not to share lifts with other households.</p> <p>Parents/carers who need to drop off and pick up pupils will be told via email:</p> <ul style="list-style-type: none"> <li>• Their allocated drop off and</li> </ul>	<ul style="list-style-type: none"> <li>• <b>School start and end times</b> – there isn't a need for staggered timings for fewer pupils, so you should now be open for your normal hours</li> <li>• <b>Face coverings</b> – all staff must wear face coverings at all times unless medically exempt</li> </ul>	Co-headteachers	Already in place	

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	<p>collection times</p> <ul style="list-style-type: none"> <li>• The protocols for minimising adult to adult contact (a one way system at drop off and collection, no lingering, full playground gates open, masks to be worn by all adults)</li> <li>• That only one parent/carer should attend</li> <li>• Not to gather at entrance gates or doors, or enter the site unless they have a pre-arranged appointment</li> </ul> <p>Anyone wearing reusable face coverings when arriving to school will be expected to bring a plastic bag to keep these in during the school day. If they're using disposable face coverings, these will be put in a covered bin.</p> <p>Anyone wearing any sort of face covering when arriving to school will wash their hands on arrival (as all individuals will), dispose of/store the covering, and wash their hands again before going to their classroom or office.</p> <p>Everyone will be made aware that they mustn't touch the front of the covering during use or removal.</p> <p>Staff and visitors will wear face coverings in areas of the school where social distancing isn't possible, such as in staffrooms. They will be asked to keep on or put on a face covering when</p>				

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	<p>arriving at school and moving to classrooms or offices, unless they're exempt from wearing one. Once they've arrived at their destination and need to take the covering off, they'll follow the above steps. A supply of spare face coverings will be kept for anyone who arrives without one or has one that's unsafe to wear.</p>				
<p>Spreading infection due to touch, sneezes and coughs</p>	<p>Handwashing facilities will be provided. Sanitising stations have been placed at the main school entrance and the entrance to the reception class.</p> <p>Everyone in school will:</p> <ul style="list-style-type: none"> <li>• Frequently wash their hands with soap and water for 20 seconds and dry thoroughly using <a href="#">NHS guidelines</a>, or use alcohol-based hand sanitiser to cover all parts of their hands</li> <li>• Clean their hands on arrival, after breaks, if they change rooms, before and after eating, and after sneezing or coughing</li> <li>• Be encouraged not to touch their mouth, eyes and nose</li> <li>• Use a tissue or elbow to cough or sneeze, and use bins for tissue</li> </ul>		<p>All staff</p>	<p>Already in place</p>	

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	<p>waste</p> <p>Pupils will be encouraged to learn and practise these habits in lessons and by posters put up across the school.</p> <p>Help will be available for any pupils who have trouble cleaning their hands independently. Skin-friendly cleaning wipes can be used as an alternative. Young children will be supervised during hand washing.</p> <p>Supplies for soap, hand sanitiser and disposable paper towels and tissues will be topped up regularly and monitored to make sure they're not close to running out.</p> <p>Lidded bins for tissues, preferably operated by a foot pedal, will be emptied at the end of each day.</p>				
Spreading infection through contact with coronavirus on surfaces	<p>Cleaning and teaching staff will regularly clean frequently touched surfaces using standard cleaning products (e.g. bleach, detergent), including:</p> <ul style="list-style-type: none"> <li>• Classroom desks and tables</li> <li>• Bathroom facilities (including taps and flush buttons)</li> <li>• Door and window handles</li> <li>• Furniture</li> <li>• Light switches</li> </ul>		Co-headteachers Office Manager All classroom staff	Already in place	



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	<ul style="list-style-type: none"> <li>• Reception desks</li> <li>• Teaching and learning aids</li> <li>• Books and games and other classroom-based resources</li> <li>• Computer equipment (including keyboards and mouse)</li> <li>• Sports equipment</li> <li>• Hard toys</li> <li>• Telephones</li> <li>• Outdoor play equipment</li> </ul> <p>Items that need laundering (e.g. towels, flannels, bedding) will be washed regularly in accordance with the manufacturer's instructions, on the warmest water setting. These items will not be shared between children between washes.</p> <p>Pupils and parents/carers will be asked to limit the amount of equipment they bring into school each day to essentials like bags, lunch boxes, hats, coats, books.</p> <p>Areas of the school that are used by pupils (all classrooms and communal areas) will be cleaned thoroughly at the end of the day.</p> <p>Areas of the school not in use frequently (staff room) will be cleaned down by staff when using the space and once a</p>				

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	<p>week deeply by cleaning staff.</p> <p>Any resources shared between groups, such as sports, art and science equipment, will be either:</p> <ul style="list-style-type: none"> <li>• Cleaned frequently and meticulously, and always between groups using them; or</li> <li>• Rotated so they can be unused and out of reach for 48 hours (72 hours for plastics) between use by different groups</li> </ul> <p>The same rules will be followed for books and other shared resources that pupils or staff take home. However, unnecessary sharing will be avoided, especially where it doesn't contribute to pupil education and development.</p> <p>Individual and very frequently used equipment, like pens and pencils, will not be shared. Each pupil will have their own pencil case of stationery.</p> <p>Therapy equipment, such as physiotherapy or sensory equipment, will be cleaned between each use. If this is not possible or practical, it will be:</p> <ul style="list-style-type: none"> <li>• Restricted to one user; or</li> <li>• Rotated so it can be unused for 48 hours (72 hours for plastics) between use by different individuals</li> </ul>				

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	<p>Shared rooms, such as halls and dining areas will not be shared between bubbles.</p> <p>If a person with coronavirus symptoms comes into school, a deep clean will take place in the areas that the person has been in, following <a href="#">decontamination guidance</a>.</p> <p>Cleaning supplies will be topped up regularly and monitored to make sure they're not close to running out.</p> <p>Teachers will wash their hands and surfaces before and after handling pupils' books.</p>				
<p>Spreading infection due to excessive contact and mixing between pupils and staff in lessons</p>	<p>Pupils will be kept to their class groups for learning and eating, with outdoor breaktimes shared by each key stage (2 classes).</p> <p>Where pupils are old enough and capable enough, they will be taught and reminded to maintain their distance and not touch staff or peers.</p> <p>Pupils will be seated in the same seat every day and table groups not allowed to mix.</p> <p>We will follow the government's <a href="#">guidance</a> for lessons involving drama, singing, chanting, shouting or playing instruments (particularly wind or brass</p>	<ul style="list-style-type: none"> <li>• <b>Pupil groups</b> – KS1 and KS2 bubbles will remain.</li> <li>• Pupils will sit socially distanced (where possible) at individual desks.</li> <li>• If concerned we don't have enough staff during national lockdown to implement these protective measures, we will speak to our local health protection team for advice. If we're told we need to temporarily stop our on-site provision, we will inform the local authority (LA) and discuss alternative arrangements for your vulnerable children and children of critical workers</li> <li>• <b>No music, dance or drama will</b></li> </ul>	<p>Co-headteachers All staff</p>	<p>Already in place</p>	

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	<p>instruments). These will take place outside wherever possible.</p> <p>Any background or accompanying music will be kept to levels which don't require teachers or other performers to raise their voices if they don't have to. Where possible, instruments or other equipment won't be shared.</p> <p>During music lessons and performances, pupils will be positioned either side-to-side at an appropriate distance. No assemblies will take place and therefore no large group communal singing will take place.</p> <p><b>If we're in local restriction tiers 3 or 4, or during national lockdown:</b> We will not host performances with an audience.</p> <p>For physical activity, we will follow the same guidance for cleaning equipment and grouping pupils as in all areas of the school. Outdoor sports will be prioritised and due to the PE teacher visiting other schools during the week, he will not teach PE indoors.</p> <p>For team sports, we will follow the <a href="#">return to recreational team sport framework</a>. For individual sports, we will follow the <a href="#">guidance</a> on the phased return of sport and recreation.</p> <p>Most school staff will not work across the two bubbles. Only headteachers and</p>	<p><b>take place on site.</b></p> <ul style="list-style-type: none"> <li><b>No team sports will take place</b></li> </ul>			

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	<p>SENDco will cross the bubbles and when doing so will wear a mask and remain socially distanced. T</p> <p>Staff will try to remain socially distanced from each other and all pupils. This won't always be possible, particularly when working with younger children, but close face-to-face contact will be avoided, and time spent within 1 metre will be minimised.</p> <p>Any pupils with complex needs or who need close contact care will have the same support as normal as distancing isn't possible here. Staff will be rigorous about hand washing and respiratory hygiene.</p> <p>Supply teachers, peripatetic teachers and other temporary staff will be told to minimise contact and maintain as much distance as possible from other staff. The number of temporary staff entering the school premises will be kept to a minimum.</p> <p>Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual. These staff will be advised to be rigorous about hand washing and respiratory hygiene. They will also be asked to wear masks unless providing speech and language support.</p>				

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<p>Spreading infection due to excessive contact and mixing between pupils and staff around and outside of the school</p>	<p>Pupils will be kept in the same groups at all times each day, and be kept separate from other groups.</p> <p>Staff and visitors will wear face coverings in areas of the school where social distancing isn't possible, such as in staffrooms. They will be asked to keep on or put on a face covering when arriving at school and moving to classrooms or offices, unless they're exempt from wearing one. They'll be given clear instructions about how to put on, remove and store/dispose of face coverings safely.</p> <p>For pupils who routinely attend other settings on a part-time basis, such as an alternative provision setting, the school will work with these other settings to work out a system to keep these pupils safe.</p> <p><b>If we're in tier 2, 3 or 4:</b> Our two bubbles will have staggered breaks and lunches and no assemblies will take place, to avoid too many pupils being in one place at the same time.</p> <p>Movement around the school site will be kept to a minimum to avoid creating busy corridors. AS a small school, this is easy to manage day to day.</p>	<ul style="list-style-type: none"> <li>• <b>School start and end times</b> – there isn't need for staggered timings for fewer pupils</li> <li>• <b>Educational visits</b> – these will not take place</li> </ul>	<p>Co-headteachers</p> <p>All staff</p>	<p>Already in place</p>	

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	<p>Pupils will be supervised at all times to ensure mixing between groups doesn't occur, and they will be reminded about the rules throughout the day.</p> <p>No rooms or toilets will be shared between bubbles.</p> <p>Pupils will only go to the toilet one at a time. Office staff will send pupils back to class if they see anyone waiting by toilet.</p> <p>Staff will minimise use of staff room by using their own refreshment facilities in their classrooms and the fridges in each key stage.</p> <p>Staff will try to only use the office before and after school when secretaries are not there.</p> <p>We will limit the number of visitors to the site, where possible. If it is not, visitors will have guidance on physical distancing and hygiene explained to them on or before arrival. Visits will happen outside of school hours wherever possible. We will keep a record of all visitors.</p> <p><b>If we're in tiers 1, 2, 3 or 4:</b> non-overnight domestic educational visits will take place in the same pupil groups, but only subject to a separate risk assessment that considers the coronavirus measures in place at the</p>				

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	<p>destination.</p> <p><b>During national lockdown:</b> educational visits will not take place.</p>				
<p>Spreading infection due to the school environment</p>	<p>Checks to the premises will be done to make sure the school is up to health and safety standards.</p> <p>Fire, first aid and emergency procedures will be reviewed to make sure they can still be followed with limited staff and changes to how the school space is being used.</p> <p>This will include checking that all fire doors are operational at all times, and that the fire alarm system and emergency lights have been tested and are fully operational. Emergency fire drills will be carried out as normal with adjustments made to allow for social distancing.</p> <p>Areas in use will be well ventilated by:</p> <ul style="list-style-type: none"> <li>• Opening windows</li> <li>• Propping open internal and external doors, where fire safety and safeguarding wouldn't be compromised</li> </ul> <p>A comfortable temperature will be maintained alongside increased</p>	<ul style="list-style-type: none"> <li>• <b>Fire safety and drills</b> – you'll need to check: <ul style="list-style-type: none"> <li>○ All fire doors are operational at all times</li> <li>○ Your fire alarm system and emergency lights have been tested and are fully operational</li> </ul> </li> <li>• Carry out emergency drills as normal – make any necessary adjustments to your fire drill to allow for social distancing</li> </ul>	<p>Co-headteachers (all)</p> <p>Office Manager – H+S Checks etc.</p> <p>Class teachers – ventilation.</p>	<p>Already in place</p>	



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	<p>ventilation by:</p> <ul style="list-style-type: none"> <li>• Opening high level windows in preference to low level to reduce draughts</li> <li>• Providing flexibility to allow additional, suitable indoor clothing</li> <li>• Increasing the level of ventilation while spaces are unoccupied (e.g. between classes, during break and lunch, when a room is unused). This means keeping windows slightly open while the room is occupied and opening more widely while unoccupied</li> <li>• Rearranging furniture where possible to avoid direct drafts</li> </ul> <p>Lidded bins will be provided in classrooms and other key locations to dispose of tissues and any other waste.</p> <p>Outdoor space will be used for exercise and breaks, and for education where possible.</p>				
Spreading infection due to excessive contact and mixing in meetings	<p>Where possible, meetings will be conducted by telephone or using video conferencing. This includes meetings with staff, parents/carers, visitors and governors.</p> <p>Where this isn't possible, meetings will</p>		Co-headteachers		

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	be conducted outside, outside of school hours, or in a room large enough to allow for social distancing.				
Individuals vulnerable to serious infection coming into school	<p><b>If our school is in local restriction tier 1 or 2:</b> Staff who are clinically vulnerable or clinically extremely vulnerable and coming into school will be placed in the safest possible on-site roles where it is possible to maintain social distancing. For staff who are otherwise at risk (e.g. BAME staff), we will consider putting specific protective measures in place.</p> <p><b>In tier 3:</b> If the government introduces additional shielding measures, it will contact individuals if they need to shield. Staff who have received a shielding letter from the government or been advised to stay at home by their GP/clinician will not come into school if possible. If staff who are in the clinically extremely vulnerable category cannot work from home, we will carry out an individual risk assessment to determine whether they can work safely in school by taking an alternative role or changing working patterns.</p> <p><b>In tier 4 or during national lockdown:</b> Staff who have received a shielding letter or been advised to stay at home by their GP/clinician will not come into school, and instead will work from home</p>	<ul style="list-style-type: none"> <li>• <b>Clinically extremely vulnerable staff</b> – staff who have received a shielding letter or been advised to stay at home by their GP/clinician will not come into school, and instead will work from home if they can (same as previous tier 4 guidance)</li> <li>• <b>Clinically vulnerable staff</b> – can come into school, if they can't work from home. If in school, they should: <ul style="list-style-type: none"> <li>○ Where possible, maintain 2-metre distance from others</li> <li>○ Avoid close face-to-face contact and minimise time spent within 1 metre of others</li> </ul> </li> <li>• <b>Staff that live with someone that's clinically extremely vulnerable or clinically vulnerable</b> – can come into school if they can't work from home, but should ensure they maintain good prevention (e.g. hygiene) practice</li> <li>• <b>Pregnant staff</b> – should work from home where possible. If home working is not possible, follow the</li> </ul>	Co-headteachers	Responses to be made when shielding comes back into force.	

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	<p>if they can.</p> <p>Clinically vulnerable staff will come into school if they can't work from home. If in school, they will:</p> <ul style="list-style-type: none"> <li>○ Where possible, maintain 2-metre distance from others</li> <li>○ Avoid close face-to-face contact and minimise time spent within 1 metre of others</li> </ul> <p>Staff that live with someone who's extremely clinically vulnerable or clinically vulnerable will come into school if they can't work from home and will follow good prevention practices.</p> <p>Staff who are pregnant will work from home where possible. If home working isn't possible, we will follow the guidance for pregnant staff in all tiers (below).</p> <p><b>In tiers 1, 2, 3 or 4:</b> We will carry out risk assessments for staff who are pregnant, and remove or manage identified risks where possible. Pregnant staff will not be required to continue working if this is not supported by the risk assessment, and will be offered alternative arrangements (which may include working from home or suspension on normal pay). Staff who are 28 weeks pregnant or beyond, or</p>	<p>guidance for pregnant staff that applies to all tiers</p> <ul style="list-style-type: none"> <li>• <b>Staff who may be otherwise at increased risk of coronavirus</b> - can come into school, if they can't work from home. Consider putting specific protective measures in place. Staff that live with those at increased risk can also come into school if they can't work from home</li> </ul>			

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	<p>staff who are pregnant with underlying health conditions, will be considered clinically extremely vulnerable and offered further flexibility to work from home in a different capacity.</p>				