



Coronavirus (COVID-19): risk assessment

CPS continues to ensure the risks from coronavirus (COVID-19) are managed effectively to help protect their staff, pupils, and the rest of their school community. This means we have considered the risks staff and pupils face and done everything reasonably practicable to minimise these risks. This risk assessment has been undertaken to identify the measures needed to reduce the risks from coronavirus and make CPS COVID-secure.

CPS regularly reviews and updates this risk assessments, treating them as 'living documents'. Staff and their health and safety representatives must be notified of review outcomes. Schools should also communicate any changes in procedures to parents.

Please note that this risk assessment has been created in line with the current government guidance. CPS Governing Body takes ownership of the risk assessment and have oversight of the principles behind its contents.

School Leaders have shared this risk assessment with CPS workforce and it is published it on CPS website to provide transparency of approach to parents, carers and pupils. CPS reviews and updates their wider premises, staff and pupil risk assessments and considers the need for relevant revised controls, considering the implications of coronavirus (COVID-19).

CPS has considered the measures outlined in the DfE's '[Schools COVID-19 operational guidance](#)' and the '[Health and safety: responsibilities and duties for schools](#)', and the government's '[COVID-19 Response: Living with COVID-19](#)' guidance to inform decisions on what control measures should be implemented. The template risk assessment below has been created in line with DfE guidance regarding how schools should operate during the coronavirus pandemic.

Related documents

[Coronavirus \(COVID-19\): Contingency Plan, Infection Control Policy, Coronavirus \(COVID-19\): Asymptomatic Testing Policy, First Aid Policy, COSHH Policy, Child Protection and Safeguarding Policy, Staff Wellbeing Policy, Attendance and Absence Policy, Individuals at High Risk from Coronavirus \(COVID-19\) Risk Assessment, Data Protection Policy, Ventilation Policy.](#)

Risk rating		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	Major Causes major physical injury, harm or ill health.	High (H)	H	Medium (M)
	Severe Causes physical injury or illness requiring first aid.	H	M	Low (L)
	Minor Causes physical or emotional discomfort.	M	L	L

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Awareness of policies and procedures	H	<ul style="list-style-type: none"> • All staff and volunteers are aware of all relevant policies and procedures, including, but not limited to, the following: <ul style="list-style-type: none"> - Health and Safety Policy - Infection Control Policy - First Aid Policy - Coronavirus (COVID-19): Contingency Plan 	Y	Head Teacher	23.02.2022 2	M

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		<ul style="list-style-type: none"> • Pupils are supported to understand and follow the relevant school policies and procedures, including, but not limited to, the following: <ul style="list-style-type: none"> - Health and Safety Policy - Infection Control Policy • All staff have regard to all relevant guidance and legislation including, but not limited to, the following: <ul style="list-style-type: none"> - DfE (2022) 'Schools coronavirus (COVID-19) operational guidance' - DfE (2022) 'Actions for early years and childcare settings during the coronavirus (COVID-19) outbreak' - DfE (2021) 'Health and safety: responsibilities and duties for schools' - HM Government (2022) 'COVID-19 Response: Living with COVID-19' • Staff, volunteers, parents, pupils, visitors and contractors receive any necessary information and training on measures that have been implemented that are relevant to their role, e.g. infection control and pupil wellbeing. • CPS keeps up-to-date with advice issued by, but not limited to, the following: <ul style="list-style-type: none"> - DfE - NHS - United Kingdom Health Security Agency (UKHSA) - Department of Health and Social Care - CPS's local health protection team (HPT) • The Head Teacher reviews relevant school policies to ensure they account for the latest provisions. 				

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Understanding of self-isolation advice		<ul style="list-style-type: none"> Staff, parents, pupils and visitors are informed of the national guidance regarding self-isolation. From 24 February 2022, the legal requirement to self-isolate following a positive coronavirus test will be removed. Staff, parents, pupils and visitors are informed of any additional school-level advice on self-isolation. Staff, parents, pupils and visitors are made aware of any changes to self-isolation guidance. Staff are informed that they do not legally need to tell CPS if they need to self-isolate. 				
Close contact with confirmed coronavirus cases		<ul style="list-style-type: none"> Staff, parents and pupils are made aware that the routine contact tracing conducted by NHS Test and Trace ends from 24 February. Staff, parents and pupils are informed that from 24 February close contacts of positive cases are not required to take daily tests (if they are fully vaccinated or under 18) or self-isolate (if they are an unvaccinated adult). Individuals confirmed as close contacts of a positive case of coronavirus are encouraged to follow national guidance on precautions they can take to reduce the risks to themselves and others. 				
Contact with individuals who develop coronavirus symptoms at school		<ul style="list-style-type: none"> The legal requirement to self-isolate if you have coronavirus ends on 24 February. At CPS if anyone develops coronavirus symptoms while at school, they are sent home and informed of the national guidance on what to do if you have symptoms or test positive for coronavirus. Pupils being sent home after displaying symptoms who are awaiting collection by a parent are moved to a room where they can be isolated behind a closed door, with an open window for ventilation where possible. If it is not possible to isolate the pupil, they are moved to an area which is at least two metres away from others. If required, a member of staff supervises the pupil. 				

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		<ul style="list-style-type: none"> • If the pupil needs to use the toilet while awaiting collection, they use a separate staff toilet. A no entry sign is placed on the door until it is cleaned and disinfected using standard cleaning products and before being used by anyone else. • Emergency assistance is called immediately if the pupil's symptoms worsen, and they require further medical care. • PPE is worn by supervising staff if direct personal care is needed and they cannot maintain a distance of two metres. • In exceptional circumstances, where a pupil's parents cannot arrange to have their child collected, CPS makes alternative arrangements with the parents. • Symptomatic individuals are directed to not use public transport to get home. • Anyone who comes into contact with a symptomatic individual washes their hands thoroughly for 20 seconds with soap and running warm water or hand sanitiser. The area around the symptomatic individual is cleaned with normal household bleach after they have left the premises. • Staff members who have helped someone with symptoms and any pupils who have been in close contact with them are informed that they do not need to self-isolate unless they develop symptoms themselves. 				
Managing confirmed cases of coronavirus		<p>[Amend this section with any school-level measures in place regarding individuals self-isolating following a positive test.]</p> <ul style="list-style-type: none"> • Staff, pupils and parents are informed, via CPS newsletter / parentmail of how CPS responds to confirmed cases of coronavirus. • Where an individual in CPS community tests positive for coronavirus, CPS follows public health advice and procedures outlined in the Infection Control Policy. • Individuals who test positive for coronavirus self-isolate in line with the latest government guidance. 				

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		<ul style="list-style-type: none"> Where required, relevant parents and staff are informed of the confirmed case; however, the name of the individual is not shared. CPS does not request evidence of negative test results or other medical evidence before admitting individuals back to school after a period of self-isolation. 				
PPE		<ul style="list-style-type: none"> PPE is distributed to staff who provide intimate care for pupils, where a pupil becomes unwell with symptoms of coronavirus whilst in school and close contact cannot be avoided, and where the staff member is performing aerosol generating procedures. Additional risk assessments are conducted on a case-by-case basis to determine whether staff require PPE to carry out other tasks and duties. Used PPE is disposed of properly using bins provided around CPS. Staff and pupils are told not to use recycling bins for the disposing of PPE. All PPE waste is put in a plastic rubbish bag which, once full, is tied and placed in a second tied bag and stored in a suitable and secure place, marked for storage for 72 hours. Following this period, it is put in the communal waste area. 				
Hand cleaning and respiratory hygiene		<ul style="list-style-type: none"> Suitable handwashing and sanitising facilities are provided for individuals to wash their hands regularly. Adequate amounts of tissues and bins are available in the relevant areas. Skin-friendly sanitising wipes are used as an alternative for pupils who are at risk of ingesting hand sanitiser, where appropriate. Visual aids are displayed throughout CPS reminding pupils to wash their hands regularly and follow the 'catch it, bin it, kill it' approach. Pupils are supervised, where appropriate, when using hand sanitiser to ensure they do not ingest any. 				

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		<ul style="list-style-type: none"> Younger pupils and those with complex needs are supported to ensure they adopt good hand cleaning and respiratory hygiene practices. Individual risk assessments are conducted for pupils with complex needs who struggle to maintain good respiratory hygiene. 				
Cleaning		<ul style="list-style-type: none"> CPS maintains an appropriate cleaning schedule which includes the regular cleaning of areas and equipment, e.g. twice per day. There is a particular focus on frequently touched surfaces. CPS is cleaned in line with CPS Cleaning Policy and the COSHH Policy. 				
Testing		<ul style="list-style-type: none"> Staff, parents and pupils are informed that staff and pupils no longer need to take a lateral flow device (LFD) test twice a week at home. If an individual tests positive for coronavirus via an LFD or PCR test, they are told to follow the national guidelines on self-isolation. 				
Attendance		<ul style="list-style-type: none"> CPS informs parents and pupils that attendance is mandatory for all pupils, unless they are self-isolating. The attendance register is taken as normal and absences are followed up, in line with the Attendance and Absence Policy. Where a pupil is unable to attend the site because they are following clinical and/or public health advice, they are offered access to remote education immediately. Any concerns from staff, parents and pupils about being on CPS site are discussed between appropriate individuals. Pupils who are reluctant or anxious to attend school are identified and relevant staff members develop plans to reengage these pupils. CPS works with the LA to engage with families who are abroad to understand the pupils' circumstances and their plans to return. CPS will encourage families to return where they are able to, emphasising the benefits of regular school attendance and reminding them that school attendance is mandatory. 				

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Unvaccinated members of staff		<ul style="list-style-type: none"> • CPS encourages all eligible staff to take up the vaccine offer and publicises the benefits using impartial, factual information in line with NHS guidance. • CPS enables staff who are eligible for vaccination to attend booked appointments, including during term time where possible. • CPS asks for the vaccination status of members of staff on the basis that schools are a place of high contact and its need to protect other staff and pupils. • Where a member of staff raises concerns about the vaccine, their line manager or a trusted member of staff discusses the matter with them openly and honestly, listening to any concerns without pressuring the staff member to make a decision. • Copies of any communications produced by CPS regarding vaccination are retained, in line with the Data Protection Policy, in case of complaints from a member of staff. • Unvaccinated members of staff are reminded by their line manager to pay particular attention to CPS's existing system of controls, e.g. regular handwashing. • In all cases, CPS does not discriminate against any member of staff who has not being vaccinated for any reason, and adheres to its duties under the Equality Act 2010. • CPS consults legal advice in all cases where there is the possibility of a dispute regarding the vaccination status of a member of staff or its organisational approach to vaccines. 				
Catering		<ul style="list-style-type: none"> • CPS's kitchen is fully open and operates within usual legal requirements. • The SBM liaises with catering providers to ensure the kitchens can remain fully open and food is prepared and delivered in line with any relevant sections of the government's 'Working safely during coronavirus (COVID-19)' guidance. 				

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		<ul style="list-style-type: none"> • FSM or food parcels are provided for eligible pupils who are not attending school during term time where they: <ul style="list-style-type: none"> - Are self-isolating. - Have symptoms or a positive test result. - Are not attending as a result of local restrictions advised by the government. 				
Remote learning		<ul style="list-style-type: none"> • Remote learning will no longer be necessary except in exceptional cases eg pupils who are following clinical or government guidance to stay at home. 				
Educational visits		<ul style="list-style-type: none"> • Educational visits are conducted in line with government guidance. This includes the COVID-secure measures in place at the destination. • A full and thorough risk assessment is made in relation to all educational visits to ensure they can be undertaken safely, and all trips are conducted in line with their risk assessment. 				
Extracurricular activities and wraparound provision		<ul style="list-style-type: none"> • CPS works to provide all before- and after-school educational activities for all pupils. • Parents are advised of the provision available and that they should limit the use of multiple out-of-school settings providers where appropriate. • The SBM makes sure external providers of wraparound care who use CPS premises have considered the relevant government guidance for their sector and have put in place the appropriate protective measures. • Parents are able to access wraparound and extracurricular provision for their children, without any restrictions on the reasons for which they may attend 				
Wellbeing		<ul style="list-style-type: none"> • The SENDCo acts as the lead member of staff to receive training as part of the Wellbeing for Education Return programme, who can then disseminate the learning and practice to staff and pupils within CPS. 				

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		<ul style="list-style-type: none"> Staff are vigilant in discerning pupil mental health and report any concerns to the SENDCO or DHT Wellbeing support is delivered in line with the Social, Emotional and Mental Health (SEMH) Policy and the Staff Wellbeing Policy. 				
Safeguarding		<ul style="list-style-type: none"> CPS's Child Protection and Safeguarding Policy is reviewed as necessary to reflect the current operations of CPS. 				
Communication		<ul style="list-style-type: none"> The Head Teacher contacts the DfE's advice helpline for specific recommendations for their school. The Head Teacher puts into place any actions or precautions advised by the DfE's helpline or local HPT if necessary. The Head Teacher liaises with the LA where necessary and includes any local guidance in the Staff Handbook, where required. CPS's website is kept up-to-date with any important information regarding the running of CPS during the coronavirus pandemic, e.g. local arrangements. Parents and pupils are informed via letter about the relevant information regarding the running of CPS during the coronavirus pandemic, including any pick-up and drop-off arrangements. Staff and volunteers are informed via email about the relevant information regarding the running of CPS during the coronavirus pandemic. The Head Teacher liaises with the governing body about possible arrangements for running CPS during the coronavirus pandemic, where necessary. All staff, pupils, parents, visitors and volunteers are made aware of the symptoms of coronavirus, what to do if they display symptoms, and what to do if others display symptoms. The SLT is actively present around CPS to provide additional support, advice and reassurance. 				
Ventilation		<ul style="list-style-type: none"> CPS has a clear approach to increasing ventilation and minimising risk of aerosol transmission. 				

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		<ul style="list-style-type: none"> • Particular consideration is given to ventilation when hosting events where visitors such as parents are on site, e.g. school productions. • The premises manager checks that all ventilation systems, including fume extraction systems, are in working order in accordance with manufacturer's recommendations, and that there are no blockages present in external or internal vents. • All ventilation systems remain energised in normal operating mode. • Where mechanical ventilation is used, recirculatory systems are adjusted to full fresh air where possible. • A ventilation audit is carried out to assess the quality of ventilation in school spaces. • Where possible, the windows of occupied rooms are open. In cold weather, where this causes issues with thermal comfort, the following mitigations are put in place where possible: <ul style="list-style-type: none"> - Classrooms are rearranged to minimise the discomfort caused by draughts from open windows, e.g. by moving desks and chairs - High level windows are opened in preference to low level windows, to reduce draughts - Ventilation is increased while the space is unoccupied, e.g. during break- and lunchtimes • CPS uses CO₂ monitors provided by the DfE to help assess how well-ventilated spaces in CPS are, and find a good balance of ventilation and thermal comfort. • To avoid inaccurate readings, CO₂ monitors are placed: <ul style="list-style-type: none"> - At head height when seated. - Away from ventilation outlets, such as grilles or windows. - At least 0.5 metres away from occupants of the space being monitored. • CPS maintains a consistent CO₂ monitor reading value of 800ppm or under. 				

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		<ul style="list-style-type: none"> Where the CO₂ monitor reading exceeds 800ppm, ventilation is increased in the necessary spaces. A separate risk assessment is carried out to cover the use of any poorly ventilated spaces. 				
Contingency planning		<ul style="list-style-type: none"> CPS has a Coronavirus (COVID-19): Contingency Plan that can be implemented if restrictions need to be stepped up due to coronavirus, including the reintroduction of face coverings. 				