

Template Risk Assessment: Testing for COVID-19 in Schools

Overall Risk Assessment in the COVID-19 Environment

	Hazard	Control measures	Outcome	Remarks / Re-assessment
A	Safeguarding policy and procedures not updated and / or staff and pupils not feeling safe.	Safeguarding policy updates made in line with revised practices and advice. Revision published to all staff and on website. Detailed explanation to parents on measures for safe return to school of pupils. Safeguarding training and policies updated to usual timetable and incorporate updates to regulations and guidance.	Amended safeguarding policy reviewed and approved by Board in Lent term to include reference to children not attending school due to shielding. Government advice now.	
B	Government advice not being regularly accessed, assessed, recorded and applied.	Following latest published Government advice on safety measures from DfE/Surrey County Council. Also updates ISBA, ISC, BSA and IAPS on best practice for implementation.	Official advice only. Subsequent implementation reviewed by SMT and Governors.	
C	Staff and parents do not know or understand the 'system of controls' (see explanation above) and how they are applied.	Safety measures and procedures explained to staff and pupils for safe and effective operation. Reminders provided throughout term and following initial return to school to ensure continues implementation.	Safety measures and procedures required are implemented effectively to reduce risk of transmission in School.	
D	Changes not regularly communicated to staff, their unions, pupils, parents and governors	High level risk assessment to be shared with staff and published on school website. Clear procedures for safe operation of school communicated to staff, parents and pupils. Ongoing dialogue with staff and parents on safety measures. All essential communications copied to governors.	Be prepared to update and amend procedures as required and communicate this to parents, pupils and staff as well as through use of signage and placement of PPE etc.	

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E	Changes to assessments, procedures and other important matters not reviewed by Governors	Policy changes and overarching risk assessment to be agreed by governors.	E, H&S Committee to review risk assessment. Material changes to operation of school highlighted and shared with all Governors.	
F	Insurers and / or brokers not updated with school's amended plans	Discussion with brokers/insurers have made it clear that School is covered for all activity as long as falls within Government guidelines. Any possible deviation or unclear interpretation of guidance to be explored with insurers prior to decision.	Implement government advice and best practice, including any regional variations. Full risk assessment in place as advised.	
G	Not appreciating that Secretary of State has a statutory power to order schools to remain open.	School has remained open though pandemic to accommodate key works, or whole School population as required. Duty of care to staff and pupils to ensure that all possible measures and guidance are followed to operate in a safe and risk assessed manner.	SofS has authority to determine continued operation of School.	
H	Insufficient liaison with local authority and health protection team over testing and actions.	Contact details and referral routes for PHE, DfE and SCC notification understood. Notifications from each body noted and adopted as required.	Bodies to be notified of positive cases arising in school, deferral route dependant on numbers and latest advice.	
I	Active engagement with NHS Test and Trace not implemented and the procedures not understood by all staff and parents.	Internal tack and trace recording in place at school to monitor staff and pupils on site at any given time. Any visitors to school recorded (where permitted).	Able to assist NHS track and trace with details of persons on site at any given time.	
J	Insufficient systems and staff to support training, testing and contact tracers.	Procedures for track and trace embedded in daily school day. Key roles for staff allocated in event of contact tracing.	Able to provide details of pupil and staff contacts on a daily basis.	
K	Staff, parents (and pupils) do not understand and follow NHS Test and Trace procedures.	Parents and staff will be expected and encouraged to implement NHS track and trace procedures, but school cannot mandate compliance with this. Procedures for track and trace of pupils and staff are in	School supports and encourages NHS track and trace.	

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		place and embedded in daily school day to support NHS track and trace.		
L	Testing Training modules and assessment not completed and recorded for specific roles	Testing centre in operation since January to support pupil and staff testing. Suitable number of staff have undertaken training to run centre. Updated webinar undertaken on 22.02.21	Testing roles assigned and recorded.	
M	Training and testing activities insufficient to provide reassurance including feedback and Q&A?	Measures for safe and effective operation of testing in place in line with guidance and communicated via published material from DfE.	Effectiveness and weaknesses of rapid-testing recognised.	
N	DfE advice to keep groups separate (in “bubbles”) not being fully implemented where appropriate.	Pupils kept in bubbles by year group and segregated throughout day. Seating plans in place and available if required. Staff managed in green/yellow teams.	Guidance implemented on separation of pupils.	
O	Are those that are self-testing (at home and in school) trained and competent to do so?	All provided guidance relating to home testing made available to staff, parents and pupils alongside provision of home testing kits.	Self-testing guidance is provided and support offered where required to correctly implement this.	
P	Is it understood which pupils are unlikely to be able to self-swab?	Review of any pupil's individual ability to self-test conducted and will be monitored.	Pupils ability to self-swab assessed.	
Q	Are those unable to self-swab given additional support and reasonable adjustments?	Where pupils identified who are unable to self swab reasonable adjustments will be considered for adult supervision or assistance. Risk assessed for further measures if necessary.	Reasonable adjustments considered to assist in self-swabbing.	
R	The definitions of “close contact” and the trigger for a pupil/staff to self-isolate not understood.	Government guidelines for close contact in School setting recognised in relation to settings and contact periods, mitigated by use of face coverings.	Guidance on requirements to self-isolate recognised where close contact with a case is identified.	

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S	Record of names of pupils / staff in their groups / bubbles, locations visited, seating arrangements (via App / spreadsheet etc) not updated on a regular basis.	Pupils kept in bubbles by year group and segregated throughout day. Seating plans we be refreshed if required. Staff managed in yellow/green bubbles to assist track and trace of movements.	Able to access details of known contacts if required.	
T	Insufficient information to identify close contracts of symptomatic individuals and support contract tracing.	Daily records maintained of adult movements on site and pupil attendance to support track and trace.	Able to provide details of known contacts if required	
U	No contingency plans for self-isolation of individuals, groups, multiple pupils and or staff.	Contingency plans in place for managing provision of work to individual pupils isolating. Contingency timetables in place for teaching whole bubbles form home. Daily/weekly cover arrangements for staff cover as required.	Plans for remote teaching access and delivery in place as required.	
V	Insufficient preparation (letters, Whatsapp etc) to communicate with parents, carers, staff and pupils in case of infection and groups needing to self-isolate.	Templates available for communication to parents, staff, pupils in event of requirement for bubbles/ individuals to isolate, allowing for Government track and trace to also take effect if required. Communication routes will be adopted as suits situation – telephone, portal etc.	School prepared for communication to stakeholders if required.	
W	Insufficient consideration to minimising contact and maximising distance between all those in school wherever possible.	Pupils split into year group bubbles, which do not mix. Separated for movements around the school, lessons, breaks, lunch etc. Staff separated into green/yellow group. Collective meetings assemblies all taking place via MLTV.	Contact between individuals minimum where ever possible.	
X	Social Distancing (SD), hygiene and ventilation rules not sufficiently robust, understood, communicated, applied or checked.	Social distancing, ventilation, and hygiene protocols in place to ensure adherence to rules in line with advice wherever this is	Repeated reinforcement of social distancing, ventilation and hygiene messages to all. PPE for adults and pupils aged 11+.	

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		possible. Control measures in place to limit virus spread where measures not possible.		
Y	SD rules and safety precautions for activities (play, games, drama, music) not understood or adhered to?	Individual activities/departments amended procedures	Develop culture and repeated process of hygiene and distancing of pods. Constant reinforcement to all. Help pupils to understand the requirement in age appropriate way.	
Z	Unsuitable enhanced cleaning regime, not regularly re-assessed or revised for high-risk areas such as toilets, door handles, keypads, switches, handrails and frequently used hard surfaces.	All staff and pupils to complete regular day time cleaning of communal surfaces at change of lessons. Contracted cleaning staff complete daily clean, including measures for enhanced cleaning. Hand sanitization processes in place throughout school.	Minimise risk of contamination passing between staff/pupils in school, pupils and staff take ownership for hygiene recognising that EYFS and Year 1 pupils are too young to understand fully.	
AA	High-risk areas not being regularly monitored (including boarding areas) for hygiene.	All staff to review and report where cleaning not being completed or sufficient. Regularly review procedures for effectiveness and revise and update as required.	Minimise risk of contamination passing between staff/pupils.	
BB	Contract providers and services suspended or unable to attend school.	All regular contracts for support reinstated and operating as usual. Where inability of contractor to attend, alternative provision will be put in place.	All regular services to support school resumed or unaffected.	
CC	Access to school not controlled effectively and visitor (if allowed) details not recorded.	Visitors to school assessed on individual basis for necessity to attend, in line with Government guidelines. Log of visitors maintained for contact tracing.	Visitor access controlled.	
DD	Insufficient supplies of hygiene materials and not readily available, suitably stored or located.	Sufficient stocks of PPE in place, reordering monitored day-to-day by maintenance team who store stock. Staff	Sufficient supplies of PPE available.	

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		supervising pupils to request new supplies in good time. Appropriate use of PPE where necessary. Ensure products are fit for purpose.		
EE	Inadequate contingency plans for changes to school operation: local or national lockdown, re-closing, loss of catering or teachers?	Guidance followed and adopted as emerges. Established procedures and timetable available should need to switch to online learning return. Contingency plans in place for loss of key staff/functions in school.	Identified staff prepared to work in different ways to their usual role in order to provide flexibility for teaching, catering, games, supervision of pupils as required by situation.	
FF	Insufficient contingency plans in case of medical need for self-isolation of individuals, multiple pupils, staff or local outbreaks?	As above. Able to adapt to blend of home and in school teaching and learning by both pupils and staff as required.	High level of flexibility to adapt to situation as national and local guidance changes.	
GG	Risk assessments and protective measures for holiday clubs, after-school clubs and other out-of-school clubs not regularly updated.	Regular SMT review of operational procedures to inform changes to risk assessment in relation to after school care for both internal and externally provided activities. Measures adapted as necessary.	Risk assessment and procedures continuously reviewed and updated.	
HH	Are all Risk Assessments regularly reviewed and updated based on feedback and lessons identified from all those in school including pupils and support staff, visitors and contractors.	Regular SMT review of operational procedures to inform changes to risk assessment, taking input from staff pupils and parents. Measures adapted as necessary. Governors kept updated of changes to procedures.	Risk assessment and procedures continuously reviewed and updated.	
II	All hazards identified properly mitigated and regularly re-assessed?	Usual risk assessment measures in place for H&S at school. Official advice and sector best practice for management of Covid reviewed and implemented as appropriate.	Risk review and mitigation process broad as possible. New areas of risk addressed as and when identified or notified. Procedures updated and communicated appropriately to all	

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