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|  | **COVID-19: Implementing Protective Measure in Education Settings Risk Assessment – Supporting Guidance** |  |

The *implementing protective measures in education settings* risk assessment considers additional hazards COVID-19 has introduced into your workplace and the control measures required to reduce risk.

**Note: This risk assessment does not replace or override any Government / Public Health England / Department for Education guidance that may affect your school or any individuals. Government / Public Health England / Department for Education guidance MUST be followed in full at all times.**

The *implementing protective measures in education settings* risk assessment is a generic document which **MUST** be implemented on your site. As with the provision of our other model risk assessments action is required to ensure that the document is adapted to reflect current arrangements. Any control measures which are not relevant to your setting **MUST** be removed and any required additional controls **MUST** also be documented. The risk rating is left blank – this **MUST** be completed by the school.

In the document you will notice sections highlighted in yellow. This indicates a specific element which requires amended e.g. state who will be responsible for a task.

Once the risk assessment has been reviewed and updated it **MUST** be signed and dated by the assessor (at the end of the document).

As with any risk assessment it **MUST** be reviewed regularly to ensure it remains suitable and sufficient. Government guidance is changing daily and it is vital that this is consulted and arrangements adapted to reflect this. Initially, especially in the early weeks of opening it is advised that the risk assessment is reviewed daily to ensure all control measures can be maintained. Ensure that revisions to the document are clear and can be accounted for (signed and dated).

The completed risk assessment **MUST** be communicated to **ALL** staff prior to opening, including with recognised trade unions. A formal record of this communication **MUST** be maintained e.g. signed record, email, meeting minutes etc.

To aid clarity some abbreviations have been used, please see reference list below:

* COVID-19 – Coronavirus
* DfE – Department for Education
* PPE – Personal Protective Equipment
* 2m – two metres
* HSE – Health and Safety Executive

**Note: Consider any other risk assessments already in place which may require reviewing. The current situation may impact other health and safety concerns in school and appropriate action MUST be taken to manage these risks.**

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