



## Safety, Health and Environment (SHE)

### GCC COVID-19 RISK ASSESSMENT PROCESS FOR SCHOOLS (FROM STEP 4)

This is an update of the GCC COVID-19 Risk Assessment to support schools and educational settings from Step 4 of the Government Roadmap from 16<sup>th</sup> August 2021\*. The aim of the risk assessment is to implement protective measures in the government's operational guidance to protect your staff, pupils and community.



## COVID-19 Risk Assessment for Schools & Educational Settings

Updated: **November**, **January 22**

Risk Assessment for <u>Hardwicke Parochial Primary School</u>							
Hazards	Who is at risk?	What are you already doing?	Is enough to manage the risks?	What further action is necessary?	Action by whom?	Action by when?	Done
<b>Person showing symptoms or positive test result</b>	Employees Pupils Young People Families Contractors Visitors Members of the public	<ul style="list-style-type: none"> <li>Refer to GCC COVID Response Checklist and public health advice on testing, self-isolation and managing confirmed cases of COVID-19.</li> <li>Regular communications that persons are not to come into school if they have symptoms, have had a positive test result or other reasons requiring them to stay at home due to the risk of them passing on COVID-19 (e.g. they are required to quarantine).</li> <li>If anyone in your school develops COVID-19 symptoms they will be sent home.</li> <li>An unwell child awaiting collection will be isolated in a suitable room with adult supervision</li> <li>Staff caring for a child awaiting collection to keep a distance of 2 metres.</li> <li>PPE to be worn by staff caring for the child, including:                             <ul style="list-style-type: none"> <li>a face mask worn if a distance of 2 metres cannot be maintained.</li> <li>if contact is necessary, then gloves, an apron and a face mask should be worn</li> <li>eye protection where there is a risk of fluids entering the eye, for example, from coughing, spitting or vomiting.</li> </ul> </li> <li>Staff to wash their hands after caring for a child with symptoms.</li> <li>All areas where a person with symptoms has been to be cleaned after they have left.</li> </ul>	Y	Increase the use of home testing by staff (primaries)	All Staff	When required	
			Y				
			Y				
			Y				
			Y	Consult with the local PHE team to discuss what support schools need to do this.	HT	When required	
			Y	Consider reintroducing face coverings and bubbles temporarily	SLT	When required	
			Y	Attendance restriction will			

		<ul style="list-style-type: none"> <li>Follow threshold guidance in school outbreak management plan for reporting and managing an outbreak.</li> <li>School has sufficient supplies of PPE, face coverings, cleaning materials and hand washing/sanitising liquids.</li> <li>Update staff, pupils, stakeholders and visitors on changes in practice – covid safe measures.</li> <li>If a parent/carers insists on a pupil attending your school with symptoms, Headteacher may refuse the pupil if, in their reasonable judgement, it is necessary to protect other pupils and staff from possible infection with COVID-19</li> </ul>	Y Y Y Y	only be recommended by the government as a last resort.	HT  HT	When required  When required	2/9/21
<b>Poor Personal Hygiene</b>	Employees Pupils Young People Families Contractors Visitors Members of the public	<ul style="list-style-type: none"> <li>COVID-19 posters/ signage displayed.</li> <li>Frequent and thorough hand cleaning is regular practice.</li> <li>Pupils and staff to clean their hands when they arrive at school, when they return from breaks, when they change rooms and before and after eating.</li> <li>Sufficient handwashing facilities are available.</li> <li>Where there is no sink, hand sanitiser provided in classrooms.</li> <li>Skin friendly skin cleaning wipes used as an alternative to hand washing or sanitiser.</li> <li>Staff help is available for pupils who have trouble cleaning their hands independently (e.g. small children and pupils with complex needs).</li> <li>Use resources such as “e-bug” to teach effective hand hygiene etc.</li> <li>Adults and pupils are encouraged not to touch their mouth, eyes and nose.</li> <li>Adults and pupils encouraged to use a tissue to cough or sneeze and use bins for tissue waste (‘catch it, bin it, kill it’).</li> <li>Tissues to be provided.</li> <li>Bins for tissues provided and are emptied throughout the day.</li> </ul>	Y Y Y Y Y Y Y Y Y Y Y Y	Put in place monitoring and supervision to make sure people are following any controls you have in place, including enhanced cleaning.	SLT	Daily & when required	

<b>Spreading coronavirus from contact with surfaces, equipment and workstations</b>	Employees Pupils Young People Families Contractors Visitors Members of the public	<ul style="list-style-type: none"> <li>Reduced clutter and removing difficult to clean items to make cleaning easier.</li> <li>Cleaning using standard cleaning products such as detergents and bleach, paying attention to all surfaces but especially ones that are touched frequently, such as door handles, light switches, work surfaces, remote controls and electronic devices.</li> <li>Surfaces that are frequently touched and by many people in common areas to be cleaned twice a day.</li> <li>Avoid sharing work equipment by allocating it on a personal basis or put cleaning regimes in place to clean between each user.</li> <li>Identify where you can reduce people touching surfaces, for example by leaving doors open (except fire doors), or providing contactless payment.</li> <li>Keep surfaces clear to make it easier to clean and reduce the likelihood of contaminating objects.</li> <li>Provide more bins and empty them more often.</li> <li>Toilets and communal areas to be cleaned regularly.</li> <li>Sanitising spray and paper towels to be provided in classrooms for use by members of staff.</li> <li>Thorough cleaning of rooms at the end of the day.</li> </ul>	Y	Put in place monitoring and supervision to make sure people are following controls, for example by implementing cleaning regimes.	All staff	Daily	
			Y				
			Y				
			Y				
			Y	Provide information telling people who should clean something and when.	SLT	INSET	2/9/21
			Y				
			Y				
			Y				
			Y	Provide instruction and training to people who need to clean.	SLT	INSET	2/9/21
			Y				
			Y				
			Y				
			Y	Include information on the products they need to use, precautions they need to follow and the areas they need to clean	JE	INSET	2/9/21
			Y				
			Y				
			Y				
<b>Poorly ventilated spaces</b>	Employees Pupils Young People	<ul style="list-style-type: none"> <li>Carbon dioxide monitors used to quickly identify where ventilation needs to be improved.</li> </ul>	When they arrive	Identify any poorly ventilated spaces take	SLT	INSET	1/9/21

<b>leading to risks of coronavirus spreading</b>	Families Contractors Visitors Members of the public	<ul style="list-style-type: none"> <li>• Heating used as necessary to ensure comfort levels are maintained when the building is occupied.</li> <li>• Keep windows open wide enough to provide some natural background ventilation and open internal doors to increase air flow.</li> <li>• Open windows fully when rooms are unoccupied for longer periods to purge the air (e.g. lunch times and before and after school).</li> <li>• Action taken to prevent occupants being exposed to draughts. For example, partially open high-level windows as oppose to low-level windows, close external doors and arrange the furniture if appropriate and possible.</li> <li>• Use fans for good air circulation.</li> <li>• Occupants encouraged to wear additional, suitable indoor clothing. (If they have to wear coats, scarves and other outdoor clothing the room would be considered too cold and the above steps must be considered).</li> <li>• Ensure staff meetings and insets are in rooms with suitable and sufficient ventilation.</li> </ul>	In Place Y Y Y Y Y Y	steps to improve fresh air flow in these areas.			
<b>Increased risk of infection and complications for workers who are clinically extremely vulnerable and workers in higher- risk groups</b>	Employees Pupils Young People Families Contractors Visitors Members of the public	<ul style="list-style-type: none"> <li>• Identify who in the work force could be clinically extremely vulnerable and refer to government guidance and HSE and PHE guidance on protecting vulnerable workers during the pandemic on how to support workers in higher-risk groups and those who are clinically extremely vulnerable.</li> <li>• Carry out a risk assessment of pregnant workers to identify the risk and measures to be taken.</li> <li>• Some pregnant workers will be at greater risk of severe illness from coronavirus and they should stay at home as much as possible and work from home if they can.</li> <li>• Where adjustments to the job or working from home is not possible pregnant workers will be suspended from work on paid leave.</li> <li>• Staff member identified as CV to share information at staff meetings Autumn term 2 2021</li> </ul>	Y Y Y Y	Guidance on who is clinically extremely vulnerable and what further support may be available from Public Health England.  Keep under review completed individual risk assessments for pregnant	SLT  WD WD WD KR	WC 6.9.21  WC 6.9.21 When required When required Staff meeting	

				workers and CV staff members			
<b>Airborne spread of COVID</b>	Employees Pupils Young People Families Contractors Visitors Members of the public	<ul style="list-style-type: none"> <li>Although from Step 4, face coverings will no longer be advised for pupils, staff and visitors, persons choosing to wear face coverings as a precaution will not be deterred when outside the classroom. (Staff will be encouraged to wear masks in communal areas)</li> <li>From November adults in school and any visitors (including for Open days) will be requested to wear face mask unless exempt</li> <li>Where staff are in enclosed and crowded spaces, face masks are recommended (but not required). See above</li> <li>Face coverings recommended on school transport.</li> <li>Collective Worship will take place in two sittings, EYFS with KS1 and KS2</li> <li>From November 21, Collective worship will be pre-recorded and celebration worship will be held virtually in order to reduce mixing of year groups</li> <li>This will continue in January 22</li> <li>From November, year group bubbles will resume where feasible (including lunchtimes and breaktimes)</li> <li>This will continue in January 22</li> <li>Clubs after school to continue to run however adults to keep pupils from different year groups separate</li> </ul>	Y  Y  Y  Y  Y	<p>All visitors to sign in so that the leaders are aware of who has been on site to support track and trace</p> <p>Consider how lunchtimes can ensure that shared space is well ventilated</p>			

<b>Returning to work after summer closure</b>	Employees Pupils Young People Families Contractors Visitors Members of the public	<ul style="list-style-type: none"> <li>Buildings and health and safety compliance checks continue to be undertaken (e.g. fire alarm, emergency lighting, water hygiene, lifts, etc.).</li> <li>Decide the tasks that need to be carried out as a priority. This will allow you to plan the order in which workers will return to your workplace and in what number.</li> <li>Information and instruction for returning workers to ensure clarity on arrangements for cleaning and hygiene and ventilation.</li> <li>Vaccination is a control measure against COVID so staff can be asked to confirm that they are vaccinated. This information will assist in the risk assessment for outbreak management plans. (Questionnaire circulated 1.9.21)</li> <li>Communicate updates with supply staff and other temporary or peripatetic staff and volunteers to follow the school's arrangements for managing and minimising risk.</li> <li>Staff to undertake twice weekly home tests whenever they are on site until at least the end of September.</li> <li>Review/update policies to reflect changes brought about by updated COVID-19 requirements.</li> <li>Ensure website is compliant with regards to the publishing of policies and risk assessment.</li> </ul>	Y	Encourage vaccination take up amongst eligible staff	WD	INSET INSET	1.9.21 4.1.22
			Y				
			Y				
			Y				
			Y				
			Y				
			Y				

<b>Completed by:</b>	<b>Wendy D'Arcy</b>	<b>Date</b>	<b>30.8.21</b>
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<b>Reviewed by</b>	<b>Date</b>	<b>Next Review Due</b>
Wendy D'Arcy	30.8.21	18.10.21 (or as required in line with updated guidance)
WD'Arcy	30.10 21	January (or as required in line with updated guidance)
Wendy D'Arcy	3.1.22	

		February (or as required in line with updated guidance)
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