

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 16th 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.

This update has moved away from the Assess – Plan – Do – Review model previously used (see below) into a more traditional risk assessment format that identifies each hazard, who is at risk, guidance on what you should be doing and any further actions that are required.



Each school/setting must consider their own situation and adapt the assessment by editing the measures where appropriate. Remove any measures that are not relevant or will not be applied in your setting and add any additional local measures that you are implementing, then complete the relevant columns.

Some people at work may have particular characteristics meaning they are at comparatively increased risk from COVID-19 (due to age, deprivation, ethnicity, pregnancy, etc.) and as employer the school must consider them in their risk assessment.

*Please note that this risk assessment may be updated before September 2021 in light of updates to government guidance.

COVID-19 Risk Assessment for Schools & Educational Settings

Risk Assessment for <u>Southrop C of E Primary</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
Person showing symptoms or positive test result	Employees Pupils Young People Families Contractors Visitors Members of the public	<ul style="list-style-type: none"> • Refer to GCC COVID Response Checklist and public health advice on testing, self-isolation and managing confirmed cases of COVID-19. Saved in COVID-19 21_22 • 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). Add to fortnightly newsletters and staff meetings • If anyone in your school develops COVID-19 symptoms they will be sent home. • An unwell child awaiting collection will be isolated in a suitable room with or without adult supervision (depending on age and needs of the child). • Staff caring for a child awaiting collection to keep a distance of 2 metres. • PPE to be worn by staff caring for the child, including: <ul style="list-style-type: none"> ○ a face mask worn if a distance of 2 metres cannot be maintained. ○ if contact is necessary, then gloves, an apron and a face mask should be worn ○ eye protection where there is a risk of fluids entering the eye, for example, from coughing, spitting or vomiting. 		<p>Increase the use of home testing by staff (primaries)</p> <p>Consider reintroducing face coverings and bubbles temporarily</p> <p>Attendance restriction will only be recommended by the government as a last resort.</p> <p>Prepare school outbreak management plan.</p> <p>Ensure kit is still available for the library</p>	MD	Sept 21	Reminder done. Reporting continuing

		<ul style="list-style-type: none"> • Staff to wash their hands after caring for a child with symptoms. • All areas where a person with symptoms has been to be cleaned after they have left. • Follow threshold guidance in school outbreak management plan for reporting and managing an outbreak. Need to develop outbreak management plan • School has sufficient supplies of PPE, face coverings, cleaning materials and hand washing/sanitising liquids. • Update staff, pupils, stakeholders and visitors on changes in practice – covid safe measures. • If a parent/carer 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. 					
Poor Personal Hygiene	<p>Employees Pupils Young People Families Contractors Visitors Members of the public</p>	<ul style="list-style-type: none"> • COVID-19 posters/ signage displayed. • Frequent and thorough hand cleaning is regular practice. • 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. • Sufficient handwashing facilities are available. • Where there is no sink, hand sanitiser provided in classrooms. • Skin friendly skin cleaning wipes used as an alternative to hand washing or sanitiser. • Staff help is available for pupils who have trouble cleaning their hands independently (e.g. small children and pupils with complex needs). • Use resources such as “e-bug” to teach effective hand hygiene etc. 		<p>Put in place monitoring and supervision to make sure people are following any controls you have in place, including enhanced cleaning.</p> <p>Need to add tissue bins and tissues</p>	MD	Sept 21	Done

		<ul style="list-style-type: none"> Adults and pupils are encouraged not to touch their mouth, eyes and nose. Adults and pupils encouraged to use a tissue to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it'). Tissues to be provided. Bins for tissues provided and are emptied throughout the day. 					DOne
Spreading coronavirus from contact with surfaces, equipment and workstations	<p>Employees Pupils Young People Families Contractors Visitors Members of the public</p>	<ul style="list-style-type: none"> Reduced clutter and removing difficult to clean items to make cleaning easier. 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. Surfaces that are frequently touched and by many people in common areas to be cleaned twice a day. Avoid sharing work equipment by allocating it on a personal basis or put cleaning regimes in place to clean between each user. Identify where you can reduce people touching surfaces, for example by leaving doors open (except fire doors), or providing contactless payment. Keep surfaces clear to make it easier to clean and reduce the likelihood of contaminating objects. Provide more bins and empty them more often. Toilets and communal areas to be cleaned regularly. Sanitising spray and paper towels to be provided in classrooms for use by members of staff. Thorough cleaning of rooms at the end of the day. 		<p>Put in place monitoring and supervision to make sure people are following controls, for example by implementing cleaning regimes.</p> <p>Provide information telling people who should clean something and when.</p> <p>Provide instruction and training to people who need to clean.</p> <p>Include information on the products they need to use, precautions they need to follow and the areas they need to clean</p>	<p>MD Ensure cleaning tables at lunch HD continuing cleaning at lunch</p>	Sept 21	

<p>Poorly ventilated spaces leading to risks of coronavirus spreading</p>	<p>Employees Pupils Young People Families Contractors Visitors Members of the public</p>	<ul style="list-style-type: none"> • Ventilation and AC systems working optimally. • Carbon dioxide monitors used to quickly identify where ventilation needs to be improved. • Heating used as necessary to ensure comfort levels are maintained when the building is occupied. • Keep windows open wide enough to provide some natural background ventilation and open internal doors to increase air flow. • Open windows fully when rooms are unoccupied for longer periods to purge the air (e.g. lunch times and before and after school). • 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. • Use fans for good air circulation. • Air conditioning systems that normally run with a recirculation mode set up to run on full outside air. • Ventilations system that removes and recirculates air to different rooms is turned off. • Ventilation system remains on at all times, even when the building is unoccupied. The system set to operate at lower ventilation rates during evenings and weekends. • 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). • Ensure staff meetings and insets are in rooms with suitable and sufficient ventilation. 		<p>Identify any poorly ventilated spaces take steps to improve fresh air flow in these areas. Carbon dioxide monitors to be sent to schools</p> <p>Maintain air conditioning plant and equipment as per manufacturer's instructions.</p>	<p>MD</p>	<p>Sept 21</p>	
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<p>Visitors entering classrooms</p>	<ul style="list-style-type: none"> Staff Pupils Contractors 	<p>For lesson observations</p> <p>During the visit, visitors should limit the number of personal belongings they bring into school and store them securely.</p> <p>Visitors are requested to wear a face covering when on the school site.</p> <p>Visitors should only use their own equipment (not sharing pens to sign documents etc.) The visitor needs to adhere to all guidelines put in</p>		<p>The visitor needs to adhere to all guidelines put in place by the school.</p> <p>Teachers/trainees to prepare</p>			

		<p>place by the school. Teachers to prepare seating for the visitor that is in line with the risk assessment.</p> <p>During an observation, visitors should seat themselves at the back of the classroom, maintain 2metres of distance where possible from children and other adults in the room. They should also not work closely alongside any children.</p> <p>Visitors should wash / sanitise their hands before entering and after leaving the classroom. If a visitor needs to access a classroom for any other reason then it needs to be done outside of school hours or if this is not possible then all of the children and adults in that classroom need to vacate the room</p>		<p>seating for the visitor that is in line with the risk assessment.</p> <p>All visitors and contractors must sign-in and leave their contact details for track and trace.</p>			
<p>Visitors meeting with staff</p>	<ul style="list-style-type: none"> • Staff • Pupils • Contractors • Visitors 	<p>Visitors coming in for face to face meetings:</p> <p>Should appropriately distance and ventilation can be maintained.</p> <p>During the meeting visitors should limit the number of personal belongings they have and ensure they are stored securely</p> <p>Visitors should sit at least 2m from the staff member and alongside them, rather than facing them.</p> <p>When looking at paperwork, the visitor should minimise their own handling of the paperwork and ask the staff member to locate what needs to be viewed</p> <p>Visitors are requested to wear a face covering when on the school site. Including during the meeting.</p>		<p>Staff member involved in the meeting should ensure that the surfaces are wiped down after the meeting. Office staff to ensure that the visitor is wearing a face covering.</p> <p>All visitors and contractors must sign-in and leave their contact details for track and trace.</p>			

		<p>Visitors should use their own equipment for the meeting (not sharing pens to sign documents etc.)</p> <p>Visitors should wash / sanitise their hands as they enter the school.</p> <p>All surfaces need to be wiped down with an appropriate cleaner after the meeting.</p>				
Visitors meeting with pupils	<ul style="list-style-type: none"> • Staff • Pupils • Contractors • Visitors 	<p>Visitors meeting pupils:</p> <p>During the meeting visitors should limit the number of personal belongings they have and ensure they are stored securely</p> <p>Visitors should sit at least 2m from the pupil where possible and sit alongside them, rather than facing them.</p> <p>Visitors are requested to wear a face covering if it does not impact their work with the pupil.</p> <p>Visitors should use their own equipment for the meeting Visitors should wash / sanitise their hands as they enter and leave the hall.</p> <p>All surfaces need to be wiped down with an appropriate cleaner after the meeting.</p>		<p>Staff to ensure that the visitor is wearing appropriate PPE Anyone booking meetings must advise office so we are aware of visitors / contractors attending site.</p>		<p>All visitors and contractors must sign-in and leave their contact details for track and trace.</p>
Contractors on site	<ul style="list-style-type: none"> • Staff • Pupils • contractors 	<p>When in contact with staff or pupils all contractors must wear a face covering.</p> <p>If working in areas where no staff or pupils are located they may take off their face covering</p> <p>Where possible remain 2 meters from any staff member or pupil.</p>		<p>Where possible to arrange contractors to attend school either before 8am or after 4pm to limit contact with staff and pupils</p>		<p>All visitors and contractors must sign-in and leave their contact details for</p>

		Use their own equipment for any works but where possible limit the number of items bought onto site						track and trace.
		Any areas, surfaces, school equipment to be wiped down after use.						

Completed by:	Megan Davies	Date	27th September 2021
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Reviewed by	Date	Next Review Due
		27 th October 2021