

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.



This Risk Assessment should be read in conjunction with the following Documents:

- Outbreak Management Plan
- PHE: Guidance for Childcare and Educational Settings in the Management of Covid-19

September 2021

COVID-19 Risk Assessment for Schools & Educational Settings

Risk Assessment for Littledean C of E Primary School				
Hazards	Who is at risk?	What are you already doing?	Is enough to manage the risks?	Comments/Action Taken
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. • 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). • 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: 	Y	<ul style="list-style-type: none"> • Increase the use of home testing by staff (primaries) • Weekly communications with stakeholders to remind of Covid-19 symptoms and advise of actions to be taken. • Outbreak Management Plan shared with all stakeholders. • Anyone in school who becomes unwell with a new, continuous cough, high temperature or has a loss of, or change in their sense of taste or smell to be sent home and advised to follow 'stay home: guidance for household with possible or confirmed coronavirus infection'. • If a child develops symptoms they will wait in Willow Room, or Oak

		<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. <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. ● 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. 		<p>Room until they are collected (with a member of staff).</p> <ul style="list-style-type: none"> ● Appropriate PPE will be available in both Willow and Oak Room for staff member who is supervising the child. ● Once the child has been collected the areas touched by the child will need to be cleaned and the school cleaner informed in order to do a more thorough clean at the end of the school day. ● Each class has a supply of hand sanitiser, tissues and cleaning products. Hand sanitiser will be replenished each Friday. <p>Consider reintroducing face coverings and bubbles temporarily</p> <p>Attendance restriction will only be recommended by the government as a last resort.</p>
Poor Personal Hygiene	Employees Pupils Young People	<ul style="list-style-type: none"> ● COVID-19 posters/ signage displayed. ● Frequent and thorough hand cleaning is regular practice. 		<ul style="list-style-type: none"> ● Sinks, soap, paper towels and hand sanitiser available in infant

	Families Contractors Visitors Members of the public	<ul style="list-style-type: none"> • 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. • 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. • 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. 	Y	<p>practical area ,Hawthorn and Acorn.</p> <ul style="list-style-type: none"> • Children to wash/sanitise their hands on arrival at school, break times, lunch times and prior to leaving – as a minimum. • Hand sanitiser available in each classroom. • Tissues provided in all classrooms. • Separate, lidded bin available in each classroom for disposal of soiled tissues. This is needs to be double bagged and disposed of at lunch time each day and at the end of the school day. • Antibacterial spray/wipes and cloths provided in each classroom.
Spreading coronavirus from contact with surfaces, equipment and workstations	Employees Pupils Young People Families Contractors Visitors Members of the public	<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. 	Y	<ul style="list-style-type: none"> • Staff to maintain a ‘clear desk’ policy in classrooms to reduce clutter and make cleaning easier. • Staff responsible for cleaning resources regularly i.e. wiping down lap tops after use. • Tables in classrooms to be cleaned at lunch time each day.

		<ul style="list-style-type: none"> • 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. 		<ul style="list-style-type: none"> • Internal doors to remain open in order to facilitate good ventilation. • Cleaning staff advised to pay attention to touch points during daily cleaning regime.
<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 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. 	<p>Y</p>	<ul style="list-style-type: none"> • Windows to be opened where practical to enable good ventilation – especially during playtime and lunchtime. When the weather becomes colder use the high level windows in the classrooms to provide ventilation.

		<ul style="list-style-type: none"> • 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. • 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. 		<ul style="list-style-type: none"> • Staff meetings to be held in a classroom where there is more room to spread out and suitable ventilation.
Increased risk of infection and complications for workers who are clinically extremely vulnerable and workers in higher- risk groups	Employees Pupils Young People Families Contractors Visitors Members of the public	<ul style="list-style-type: none"> • 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. • Carry out a risk assessment of pregnant workers to identify the risk and measures to be taken. • 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. 	Y	<ul style="list-style-type: none"> • 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 workers.

		<ul style="list-style-type: none"> Where adjustments to the job or working from home is not possible pregnant workers will be suspended from work on paid leave. 		
Airborne spread of COVID	<p>Employees Pupils Young People Families Contractors Visitors Members of the public</p>	<ul style="list-style-type: none"> 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. Where staff are in enclosed and crowded spaces, face masks are recommended (but not required). 	Y	<ul style="list-style-type: none"> Staff made aware that they may wear a face covering in communal areas (not in the classroom) if they choose to.
Returning to work after summer closure	<p>Employees Pupils Young People Families Contractors Visitors Members of the public</p>	<ul style="list-style-type: none"> Buildings and health and safety compliance checks continue to be undertaken (e.g. fire alarm, emergency lighting, water hygiene, lifts, etc.). 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. Information and instruction for returning workers to ensure clarity on arrangements for cleaning and hygiene and ventilation. 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. Communicate updates with supply staff and other temporary or peripatetic staff and volunteers to follow the school's arrangements for managing and minimising risk. 	Y	<ul style="list-style-type: none"> Compliance checks carried out as and when needed. Risk Assessment, Outbreak Management Plan and GCC Flow Chart shared with staff during September INSET Day – time for staff to ask questions about new procedures etc... HT to enquire which staff members have been vaccinated (staff are not obliged to share this information if they do not want to). Risk Assessment shared with visitors to the school. LFD testing to continue twice weekly for school staff – test kits can be obtained from SBM. Results to be shared with SBM if negative and HT is positive. Tests to be

		<ul style="list-style-type: none"> • Staff to undertake twice weekly home tests whenever they are on site until at least the end of September. • Review/update policies to reflect changes brought about by updated COVID-19 requirements. • Ensure website is compliant with regards to the publishing of policies and risk assessment. 		<p>carried out by 6pm on the designated days.</p> <ul style="list-style-type: none"> • Relevent policies updated in light of Covid-19 and shared with all staff. • Updated/reviewed policies made available on the school website.
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Completed by:	Hayley McGoldrick	Date	20th August 2021
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Reviewed by	Date	Next Review Due