

# 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 in Step 4 of the Government Roadmap from 19 July 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.



30.10.21: GCC have recommended that schools review their risk assessment and outbreak management plans in the context of rising case numbers, mixing during half term and their experience of outbreaks this term, and consider the reintroduction of some additional control measures.

Woodside Primary School      31.10.21

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

Risk Assessment for Woodside Primary School							
Hazards	Who is at risk?	What are you already doing?	Is this 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 or without adult supervision (depending on age and needs of the child).</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> <li>• If there are more than two positive tests, the school's</li> </ul>	Yes	Refer to outbreak management plan if there are two or more positive cases.  Increase the use of home testing by staff (primaries)  Consider reintroducing face coverings and bubbles temporarily  Attendance restriction will only be recommended by the government as a last resort.	Head/ Deputy	When required	

		<p>outbreak management plan will be initiated.</p> <ul style="list-style-type: none"> <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 – Step 4 measures.</li> <li>• 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.</li> </ul>					
<b>Poor Personal Hygiene</b>	<p>Employees Pupils Young People Families Contractors Visitors Members of the public</p>	<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>	Yes	Maintain monitoring and supervision to make sure people are following any controls you have in place, including enhanced cleaning.	All staff	Ongoing	
<b>Spreading coronavirus from contact with surfaces,</b>	<p>Employees Pupils Young People</p>	<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</li> </ul>	Yes	Put in place monitoring and supervision to make sure	All staff	Ongoing	

<b>equipment and workstations</b>	Families Contractors Visitors Members of the public	<p>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.</p> <ul style="list-style-type: none"> <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 adequate bins and empty them frequently</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>		<p>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>			
<b>Poorly ventilated spaces leading to risks of coronavirus spreading</b>	Employees Pupils Young People Families Contractors	<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</li> </ul>	Yes	Identify any poorly ventilated spaces take steps to improve fresh	All staff	Ongoing	

	Visitors Members of the public	<p>longer periods to purge the air (e.g. lunch times and before and after school).</p> <ul style="list-style-type: none"> <li>Action taken to prevent occupants being exposed to draughts. For example, partially open high-level windows as opposed 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>		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> </ul>	Yes	<p>Guidance on who is clinically extremely vulnerable and what further support may be available from Public Health England.</p> <p>Keep under review completed individual risk assessments for pregnant workers.</p>	Head Deputy	ongoing	
<b>Airborne spread of COVID</b>	Employees Pupils Young People	<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.</li> </ul>	Yes		All staff and visitors	ongoing	

	Families Contractors Visitors Members of the public	<ul style="list-style-type: none"> <li>Where staff are in enclosed and crowded spaces, face masks are recommended (but not required).</li> <li>Face coverings recommended on school transport.</li> </ul>					
<b>Vaccination and testing</b>	Employees Pupils Young People Families Contractors Visitors Members of the public	<ul style="list-style-type: none"> <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.</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> </ul>	Yes		Head/ School Business manager	Ongoing	
<b>High numbers of Covid in the area</b>		<p><b>Term 2 additional measures due to high numbers in area, mixing over half term and more reported cases in household members of staff/children:</b></p> <p>The following measures are to maximise levels of staffing at school, as GCC state: <b>the overarching objective is to maximise the number of children and young people in face-to face education or childcare and minimise any disruption, in a way that best manages the COVID-19 risk.</b></p> <p>All staff re-read the above risk assessments at the start of Term 2 and note the following:</p> <ul style="list-style-type: none"> <li>Where staff are in enclosed and crowded spaces, face masks are recommended</li> <li>All staff support good hygiene routines throughout the school</li> <li>Re-establishing bubbles is not a GGC/national requirements, however reducing the mixing between classes is sensible where it can be easily implemented. Please avoid key stage assemblies; use separate areas in the hall for lunches; use separate areas in the playground</li> </ul>	Unknown	Continue to monitor cases; use most recent GCC template letters, flowchart, covid management plan	Head	Ongoing	

		<ul style="list-style-type: none"> <li>• Where staff work across different classes, face coverings/shields should be worn</li> <li>• In the case of staff absences for Covid testing/isolation, it may be necessary to re-deploy staff within the school to ensure supervision ratios.</li> <li>• All class staff should have access to a bank of resources, in the event of the usual curriculum not being provided due to staff absences. This could include links to Oak Academy lessons, paper-based resources etc.</li> </ul>					
<p><b>Misunderstanding about testing (eg using a LFD instead of booking a PCR if symptomatic)</b></p>	All	<p><b>To avoid any misunderstanding, please read the following carefully:</b></p> <p><b>Possible and confirmed case definition:</b></p> <p><b>Possible case:</b> A child or staff member with a new continuous cough and/or high temperature and/or loss of, or change in, normal sense of taste or smell (anosmia) prior to PCR testing.</p> <p><b>Confirmed case:</b> PCR or LFD positive case with or without symptoms.</p> <p><b>LFD testing in non-symptomatic people:</b> seek a follow-up PCR test following an LFD positive test at home or at an assisted site.</p> <p><b>Staff and pupils with a positive LFD test result should self-isolate</b> in line with the <a href="https://www.gov.uk/government/publications/covid19-stay-at-home-guidance/stay-at-home-guidance-forhouseholds-with-possible-coronavirus-covid-19-infection">https://www.gov.uk/government/publications/covid19-stay-at-home-guidance/stay-at-home-guidance-forhouseholds-with-possible-coronavirus-covid-19-infection</a>.</p> <p><b>If the PCR is negative, and the case remains symptom free, the case can stop isolating.</b> NB: If any staff or pupils develop COVID19 symptoms ALWAYS seek a PCR test.</p> <p>GCC state that schools can encourage parents to test non-symptomatic child using Lateral Flow Devices, although this is not compulsory.</p> <p><b>LFD tests should not be used on people with symptoms.</b></p>					

		If a member of staff/pupil's household tests positive, the member of staff should get a PCR test and do LFD whilst waiting the result. There is no need to isolate if fully vaccinated or younger than 18 years.					
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<b>Completed by:</b>	<b>Mrs M Davis</b>	<b>Date</b>	<b>31.10.21</b>
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<b>Reviewed by</b>	<b>Date</b>	<b>Next Review Due</b>