

Safety, Health and Environment (SHE)

GCC COVID-19 RISK ASSESSMENT PROCESS FOR SCHOOLS including FUN CLUB (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.



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.

		<ul style="list-style-type: none"> • 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 – Step 4 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>Positive Case confirmed:</p> <ul style="list-style-type: none"> • Individuals are not required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19, and any of the following apply: <ul style="list-style-type: none"> ➤ they are fully vaccinated ➤ they are below the age of 18 years and 6 months ➤ they have taken part in or are currently part of an approved COVID-19 vaccine trial ➤ they are not able to get vaccinated for medical reasons <p>Instead, they will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a PCR test.</p> <p>They should continue to attend school as normal. They do not need to wear a face covering within the school, but it is expected and recommended that these are worn when travelling on public or dedicated transport.</p>					
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<p>Poor Personal Hygiene</p>	<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. • 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. 	<p>Y</p>	<p>Put in place monitoring and supervision to make sure people are following any controls you have in place, including enhanced cleaning.</p> <p>Reminders to parents of the actions taken to prevent the virus</p> <p>Frequent updates and reminders to staff and children</p>	<p>All staff</p>	<p>From Sept 21 and ongoing</p>	
<p>Spreading coronavirus from contact with surfaces, equipment and workstations</p>	<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. 	<p>Y</p>	<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</p>	<p>All staff</p>	<p>From Sept 21 and ongoing</p>	

		<ul style="list-style-type: none"> 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>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>			
Poorly ventilated spaces leading to risks of coronavirus spreading	<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 monoxide 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. 	Y	<p>Identify any poorly ventilated spaces take steps to improve fresh air flow in these areas.</p> <p>Maintain air conditioning plant and equipment as per manufacturers instructions.</p>	All staff	From Sept 21 and ongoing	

		<ul style="list-style-type: none"> • 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. 					
Increased risk of infection and complications for workers who are clinically extremely vulnerable and workers in higher- risk groups	<p>Employees Pupils Young People Families Contractors Visitors Members of the public</p>	<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. • Where adjustments to the job or working from home is not possible pregnant workers will be suspended from work on paid leave. 	Y	<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>	All staff	From Sept 21 and ongoing	
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). • Face coverings recommended on school transport. 	Y	School will continue to recommend the use of face masks for all adults at any time it is difficult to keep distance	All staff	From Sept 21 and ongoing	

<p>Returning to work after summer closure</p>	<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.). • Checking mechanical ventilation systems are working effectively and are properly maintained. • 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. • 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>Y</p>	<p>Check checks with Lin</p> <p>Encourage vaccination take up amongst eligible staff</p>	<p>All staff</p>	<p>From Sept 21 and ongoing</p>	
<p>Spreading the virus through people contact:</p> <p>Visitors in to school</p>	<p>Employees Pupils Young People Families Contractors Visitors Members of the public</p>	<ul style="list-style-type: none"> • Visitors in to school continue to be kept to a minimum and only if it is essential –e.g. for educational purposes • Telephone/video calls continue to be part of the schools minimising risk • School events are carefully risk assessed to calculate the number of people who can attend safely • Visitors into school maybe requested to wear a face mask as part of the school's risk assessment. • Sanitising on entry and cleaning afterwards. • Rooms for meetings to be well ventilated and distance kept between people • Minimising risk by keeping exits and entrances per class • School drop off and collection to return to usual timings 	<p>Y</p>	<p>Cleaning products to be available in meeting rooms – all staff to check</p>	<p>All staff</p>	<p>From Sept 21 and ongoing</p>	

Arriving at and leaving school		<ul style="list-style-type: none"> • Children filter in to school from 8.40am. School starts at 8.50am • To continue the one-way system for dropping off and picking up to avoid forming groups in the playground • Class 1 in and out of bottom gate – parents come into playground at the end of the day • Class 2 in main reception door • Class 2 leaving school to stand to the right of the slope by buddy bench. • Class 3 in the main reception door • Class 3 leaving to stand and wait to the left of the slope by the picnic table • Class 4 in and out of hall door 		Reviewed regularly			
Class/school organisation		<ul style="list-style-type: none"> • Staggered lunchtime – infants followed by juniors • Morning play – infants different area to juniors for the time being • Worship – infants one end of the hall, juniors the other • Class/whole school events on hold for the time being until further information received. All events will be risk assessed and managed within guidelines • Fun Club will also organise sessions with infant and junior groups for the time being in-line with school 					
		<ul style="list-style-type: none"> • 					

Completed by:	Zoe Mandeville	Date	10 th August 2021 2 nd September 2021
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Reviewed by	Date	Next Review Due