****

**Glenfall Primary School**

**COVID-19 Risk Assessment**

**September 2021**

School employers are required to assess the risks associated with COVID-19 and implement preventative measures outlined in Government guidance.

This risk assessment will supplement any existing risk assessments that are used across the school.

This risk assessment has been created by using the Assess, Plan, Do, Review model as set out by GCC SHE Unit following involvement from employees, governors, and representatives from Gloucestershire Local Authority.

The risk assessment will be reviewed regularly and will be updated following any further [government guidance](https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools).



|  |  |  |  |
| --- | --- | --- | --- |
| **Hazards** | **Who is at risk?** | **Actions** | **Responsibility** |
| **Person showing symptoms or positive test result** | Employees  Pupils Young People  Families  Contractors  Visitors  Members of the public | Follow the GCC COVID Response Checklist and public health advice on testing, self-isolation and managing confirmed cases of COVID-19. | Headteacher |
| Regular reminders 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). | Deputy Headteacher (newsletter/text messages) |
| Send anyone in school who develops COVID-19 symptoms home. | Senior leaders |
| An unwell child awaiting collection will be isolated in a suitable room or outside (in close proximity to their classroom), with or without adult supervision (depending on age and needs of the child). | Class teacher |
| Staff caring for a child awaiting collection to keep a distance of 2 metres and ensure that the area is well ventilated. | Teacher/teaching assistants |
| PPE to be worn by staff caring for the child, including:   * 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. | Teaching assistants or other staff |
| Staff to wash their hands after caring for a child with symptoms. | Teaching assistant |
| All areas where a person with symptoms has been to be cleaned after they have left. | Staff and Cleaners |
| If the following thresholds are reached, the school’s outbreak management plan will be initiated and we will consult with the LA/PHE/DfE:   * 5 children or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period; or * 10% of children or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period. | Headteacher |
| School to have sufficient supplies of PPE, face coverings, cleaning materials and hand washing/sanitising liquids. | Secretary |
| Update staff, pupils, stakeholders and visitors on changes in practice – COVID safe measures. | Headteacher |
| If a parent/carer insists on a pupil attending school with symptoms, the 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. | Headteacher |
| **Poor Personal Hygiene** | Employees  Pupils Young People  Families  Contractors  Visitors  Members of the public | COVID-19 posters/ signage displayed. | SLT |
| Frequent and thorough hand cleaning is regular practice. | Staff and pupils |
| Pupils and staff encouraged to clean their hands throughout the day, particularly prior to eating and after using the toilet. | Staff and pupils |
| Sufficient handwashing facilities and bottles of sanitiser are readily available in all areas of the school. | Secretary |
| Hand sanitiser and soap is provided in all classrooms. | Caretaker |
| Staff help is available for pupils who have trouble cleaning their hands independently (e.g. small children and pupils with complex needs). | Teachers/teaching assistants |
| Use resources such as “e-bug” to teach effective hand hygiene etc. | Teachers/teaching assistants |
| Adults and pupils are encouraged not to touch their mouth, eyes and nose. | Staff and pupils |
| Adults and pupils encouraged to use a tissue to cough or sneeze and use bins for tissue waste (‘catch it, bin it, kill it’). | Staff and pupils |
| Tissues to be provided. | Caretaker |
| Lidded bins for tissues provided. | Caretaker |
| Monitoring and supervision in place to ensure that everyone is following the controls outlined above. | Headteacher/Deputy Headteacher |
| **Spreading coronavirus from contact with surfaces, equipment and workstations** | Employees  Pupils Young People  Families  Contractors  Visitors  Members of the public | Removal of clutter and difficult to clean items to make cleaning easier. | Teachers/teaching assistants |
| Cleaning using standard cleaning products such as detergents, 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. | Cleaning team and teaching teams |
| Surfaces that are frequently touched and by many people in common areas to be cleaned at least twice a day. | Cleaning team |
| Avoid sharing equipment by allocating it on a personal basis or put cleaning regimes in place to clean between each user. Individual stationery packs to be used. | Teachers/teaching assistants |
| Identify where you can reduce people touching surfaces, for example by leaving doors open (not fire doors). | SLT and teaching teams |
| Keep surfaces clear to make it easier to clean and reduce the likelihood of contaminating objects. | All staff |
| Provide more bins and empty them more often. | Caretaker |
| Toilets and communal areas to be cleaned at least twice a day. | Premises team |
| Sanitising spray and blue roll to be provided in all classrooms for use by members of staff. | Caretaker |
| Thorough cleaning of rooms at the end of the day. | Cleaning team |
| Monitoring and supervision in place to ensure that everyone is following the controls outlined above. | Headteacher/  Deputy Headteacher |
| **Poorly ventilated spaces leading to risks of coronavirus spreading** | Employees  Pupils Young People  Families  Contractors  Visitors  Members of the public | Heating used as necessary to ensure comfort levels are maintained when the building is occupied. | Headteacher |
| When supplied by the government, carbon dioxide monitors to be used to quickly identify where ventilation needs to be improved. | Caretaker |
| Keep windows/doors open wide enough to provide some natural background ventilation and open internal doors to increase air flow. | All staff |
| Use of fans in areas that do not lend themselves to good air circulation. | Caretaker |
| Open windows/doors fully when rooms are unoccupied for longer periods to purge the air (e.g. lunch times and before and after school). | Teachers/teaching assistants |
| 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 rearrange the furniture if appropriate and possible. | Teachers/teaching assistants |
| Occupants encouraged to wear additional layers of suitable indoor clothing. | Headteacher (newsletter/text messages) |
| Ensure staff meetings and insets are in rooms with suitable and sufficient ventilation | SLT |
| **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 | 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. | Headteacher |
| Carry out a risk assessment of pregnant workers to identify the risk and measures to be taken. Keep the risk assessment under review. 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. | Headteacher |
| **Airborne spread of COVID** | Employees  Pupils Young People  Families  Contractors  Visitors  Members of the public | Although from Step 4, face coverings will no longer be advised for staff and visitors. Visitors and staff may choose to wear a face covering in areas where they feel social distancing cannot be maintained. We will review this regularly and the requirement to wear a face covering will be implemented if necessary. | All staff and visitors |
| Where staff are in enclosed and crowded spaces, face coverings may be worn by staff if they wish to do so. | All staff and visitors |
| **Returning to work after summer closure** | Employees  Pupils Young People  Families  Contractors  Visitors  Members of the public | Buildings and health and safety compliance checks continue to be undertaken (e.g. fire alarm, emergency lighting, water hygiene, etc.). | Caretaker |
| Information and instruction for returning workers to ensure clarity on arrangements for cleaning and hygiene and ventilation. | Headteacher |
| Vaccination is a control measure against COVID so staff to be asked to confirm that they are vaccinated. This information will assist in the risk assessment for outbreak management plans. | Secretary |
| Communicate updates with supply staff and other temporary or peripatetic staff and volunteers to follow the school’s arrangements for managing and minimising risk. | Headteacher/Secretary |
| Staff to be encouraged to undertake twice weekly home tests whenever they are on site until at least the end of September (when government guidance will be reviewed). | Headteacher |
| Review/update policies to reflect changes brought about by updated COVID-19 requirements. | Headteacher |
| Ensure website is compliant with regards to the publishing of policies and risk assessment. | Deputy Head  Governors |

|  |  |  |  |
| --- | --- | --- | --- |
| **Completed by:** | Anthony Mitchell & Mandy Newdeck (Headteacher & Deputy Head) | **Date:** | 3rd September 2021 |

|  |  |  |
| --- | --- | --- |
| **Reviewed by** | **Date** | **Next review due** |
|  |  |  |
|  |  |  |