

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

Risk Assessment for St Briavels Parochial C of E Primary School							
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"><li>Refer to GCC COVID Response Checklist and public health advice on testing, self-isolation and managing confirmed cases of COVID-19.</li></ul>	Y	Increase the use of home testing by staff	All staff	1.11.21	
		<ul style="list-style-type: none"><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 isolate).</li></ul>	Y	Consider reintroducing bubbles temporarily – SLT agenda 1.11.21	SLT	1.11.21	
		<ul style="list-style-type: none"><li>If anyone in school develops COVID-19 symptoms they will be sent home.</li></ul>	Y		PHE/ HT	If needed	
		<ul style="list-style-type: none"><li>An unwell child awaiting collection will be isolated in the <b>Watkins Room</b> with or without adult supervision (depending on age and needs of the child).</li></ul>	Y	Attendance restriction will only be recommended by the government as a last resort.			
		<ul style="list-style-type: none"><li>Staff caring for a child awaiting collection to keep a distance of 2 metres.</li></ul>	Y				
		<ul style="list-style-type: none"><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></ul>	Y				
		<ul style="list-style-type: none"><li>Staff to wash their hands after caring for a child with symptoms.</li></ul>	Y				

		<ul style="list-style-type: none"> <li>• All areas where a person with symptoms has been to be cleaned after they have left.</li> <li>• Follow threshold guidance in school outbreak management plan for reporting and managing an outbreak.</li> <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 – covid safe measures.</li> <li>• If a parent/carer insists on a pupil attending 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>	Y  Y				
<b>Poor Personal Hygiene</b>	Employees Pupils Young People Families Contractors Visitors Members of the public	<ul style="list-style-type: none"> <li>• COVID-19 posters/ signage displayed.</li> <li>• Frequent and thorough hand cleaning is regular practice.</li> <li>• <b>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.</b></li> <li>• Sufficient handwashing facilities are available.</li> <li>• Where there is no sink, hand sanitiser provided in classrooms.</li> <li>• Staff help is available for pupils who have trouble cleaning their hands independently</li> <li>• Use resources such as “e-bug” to teach effective hand hygiene etc.</li> <li>• <b>Adults and pupils are encouraged not to touch their mouth, eyes and nose.</b></li> <li>• <b>Adults and pupils encouraged to use a tissue to cough or sneeze and use bins for tissue waste (‘catch it, bin it, kill it’).</b></li> <li>• Tissues to be provided.</li> <li>• Lidded bins for tissues provided are emptied daily.</li> </ul>	Y Y Y  Y Y Y Y Y Y Y Y	Staff to oversee same routines as followed last year.	Staff	From 1.11.21	
<b>Spreading coronavirus from contact with surfaces,</b>	Employees Pupils Young People Families	<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 detergents, paying attention to all surfaces but especially</li> </ul>	Y  Y	School decluttered at end of T1	Staff	by 1.11.21	

equipment and workstations	Contractors Visitors Members of the public	<p>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),</li><li>• <b>Keep surfaces clear to make it easier to clean and reduce the likelihood of contaminating objects.</b></li><li>• Toilets and communal areas to be cleaned regularly.</li><li>• <b>Sanitising spray and paper towels to be provided in classrooms for use by members of staff.</b></li><li>• Thorough cleaning of rooms at the end of the day.</li></ul>		including all classrooms.	CY	Ongoing	
			Y	Additional cleaning of touchpoints to continue daily.	Staff	From 1.11.21	
			Y				
			Y	Additional cleaning of high touch areas and resources in classrooms			
			Y				
			Y				
			Y				
			Poorly ventilated spaces leading to risks of coronavirus spreading	Employees Pupils Young People Families Contractors Visitors Members of the public	<ul style="list-style-type: none"><li>• Heating used as necessary to ensure comfort levels are maintained when the building is occupied.</li><li>• <b>Keep windows open wide enough to provide some natural background ventilation and open internal doors to increase air flow.</b></li><li>• <b>Open windows fully when rooms are unoccupied for longer periods to purge the air (e.g. lunch times and before and after school).</b></li><li>• 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.</li><li>• 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.</li><li>• <b>Occupants encouraged to wear additional, suitable indoor clothing.</b> (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></ul>	Y	Temperature of rooms to be monitored sensibly and heating used when required.
Y		Staff				From 1.11.21	
Y							
Y	Hall temperature to be monitored for lessons such as PE/ phonics/ worship. Doors to be left open at lunchtimes.						
Y							
Y	Windows to be open in classroom where	Staff				ongoing	

		<ul style="list-style-type: none"> <li>Ensure staff meetings and insets are in rooms with suitable and sufficient ventilation.</li> </ul>	Y	staff meeting is held.			
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"> <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> </ul>	Y	Staff to inform AEHT/ ADEHT if in this group	Staff	1.11.21 ongoing	
			Y				
			Y				
Airborne spread of COVID	Employees Pupils Young People Families Contractors Visitors Members of the public	<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> <li><b>Where staff are in enclosed and crowded spaces, face masks are recommended (but not required).</b></li> </ul>	Y	Face masks will be required for parents, contractors and visitors entering the school building.	Parents visitors Contractors	1.11.21 Ongoing.	
			Y	Mask may be removed within a meeting at the discretion of the meeting leader.	Parents visitors Contractors	1.11.21 Ongoing.	
				Masks must be worn by parents, contractors and visitors moving around the inside of the school.	Parents Visitors Contractors	1.11.21 Ongoing.	

<b>Returning to work after half term break</b>	Employees Pupils Young People Families Contractors Visitors Members of the public	<ul style="list-style-type: none"> <li>Buildings and health and safety compliance checks continue to be undertaken (e.g. fire alarm, emergency lighting, water hygiene etc.).</li> <li>Checking mechanical ventilation systems are working effectively and are properly maintained.</li> <li>Information and instruction for returning workers to ensure clarity on arrangements for cleaning and hygiene and ventilation.</li> <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><b>Staff to undertake twice weekly home tests whenever they are on site.</b></li> <li>Review/update policies to reflect changes brought about by updated COVID-19 requirements.</li> <li><b>Ensure website is compliant with regards to the publishing of policies and risk assessment.</b></li> </ul>		Staff to inform AEHT if they are not vaccinated	Staff	1.11.21	
				Lateral flow tests to continue twice a week until at least Christmas on a Sunday and Wednesday	Staff	Ongoing	
				Worship to continue to be in split key stages until at least Christmas	Staff Pupils	Ongoing	
				Risk assessment to be shared with all stake holders and on website	AEHT/ Office	1.11.21	

<b>Completed by:</b>	<b>Natalie Frey in consultation with staff and governors</b>	<b>Date</b>	<b>26.10.21</b>
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<b>Reviewed by</b>	<b>Date</b>	<b>Next Review Due</b>
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