

Safety, Health and Environment (SHE)

GCC COVID-19 RISK ASSESSMENT PROCESS FOR SCHOOLS (FROM STEP 4)

Updated 12.09.21



Foxmoor Primary School Covid-19 Risk Assessment

Introduction:

This document sets out the control measures that have been implemented at Foxmoor Primary School to protect staff, pupils, families (parents, carers and siblings), visitors, contractors and members of public from transmission of Covid-19.

This risk assessment has been based upon the “GCC Covid-19 Risk Assessment Process for Schools and Educational Settings” but also includes consideration of the latest DfE advice available at the time of revision.

The risk assessment implements an “Assess”, “Plan”, “Do”, “Review” cycle. Whilst the risk assessment has been produced by the Senior Lead Team (SLT) at Foxmoor School it has been reviewed by staff, union representatives, the Local Authority and School Governors. Ongoing review of the arrangements is crucial to ensure the risk assessment remains current and continues to provide adequate protection to staff and pupils.

All items within the GCC Covid-19 Risk Assessment Process have been considered. Items considered irrelevant to Foxmoor Primary School may have been removed.

Risk Assessment Amendment History

Current Version (28.04.2021) This version of the risk assessment has been produced in response to the government updating the Schools coronavirus (COVID-19) operational guidance on 06.04.2021.

February: This version of the risk assessment has been produced in response to the announcement made by the Government on 22.02.21 of wider school opening from 08.03.21. All children will return to school on this date and attendance will be compulsory. Remote learning will continue to be provided for children who have to self-isolate.

January 2021: This version of the risk assessment was produced in response to the National Lockdown put in place by Government on the 5/1/21. On-site teaching is to be offered to critical worker and vulnerable pupils. All other pupils have been moved to remote learning.

September 2020: This version of the risk assessment was produced for the full reopening of the school.

June 2020: This initial risk assessment provided to support the school re-opening to provide provision for critical worker and vulnerable pupils, and limited year groups.

September 2021: Risk assessment updated to reflect updated guidance issued to schools in August 2021.

COVID-19 Risk Assessment for Schools & Educational Settings

Risk Assessment for <i>Foxmoor Primary School</i>							
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"> • 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: <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 		<p>Increase the use of home testing by staff (primaries)</p> <p>Consider reintroducing face coverings in shared areas for staff and bubbles temporarily</p> <p>Attendance restriction will only be recommended by the government as a last resort.</p>	<p>Standing item on HT's Newsletter</p> <p>Headteacher or SBM</p> <p>PPE available in Headteacher's office and spares ordered as and when necessary</p>	<p>01.09.21</p> <p>As and when necessary</p> <p>Ongoing</p>	Yes

		<ul style="list-style-type: none"> ○ eye protection where there is a risk of fluids entering the eye, for example, from coughing, spitting or vomiting. • 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>Headteacher or SBM</p> <p>As necessary</p> <p>Headteacher and SBM to monitor and order as necessary</p> <p>Headteacher to liaise with parents and inform governors of decisions made. Staff involved to be informed</p>	<p>As and when necessary</p> <p>As and when necessary</p> <p>As and when necessary</p>	
Poor Personal Hygiene	<p>Employees</p> <p>Pupils</p> <p>Young People</p> <p>Families</p> <p>Contractors</p> <p>Visitors</p> <p>Members of the public</p>	<ul style="list-style-type: none"> • 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. 		<p>Put in place monitoring and supervision to make sure people are following any controls you have in place, including enhanced cleaning.</p>	<p>Hand gel to be made available in all teaching spaces and the main reception</p> <p>Ongoing hand washing/sanitising routine</p> <p>See above</p>	01.09.21	Yes

		<ul style="list-style-type: none"> • 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. 			Tissues available in all rooms		
Spreading coronavirus from contact with surfaces, equipment and workstations	Employees	<ul style="list-style-type: none"> • 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. • Identify where you can reduce people touching surfaces, for example by leaving doors open (except fire doors), or providing contactless payment. 		Put in place monitoring and supervision to make sure people are following controls, for example by implementing cleaning regimes. Provide instruction and training to people who need to clean.	Extra cleaning time allocated	01.09.21	Yes
	Pupils				Teacher/TAs cleaning desks twice per day	Each day	Yes
	Young People				Children allocated their own pencil cases and stationary	01.09.21	Yes
	Families				Doors open where possible		
	Contractors						
	Visitors						
	Members of the public						

		<ul style="list-style-type: none"> • 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>Include information on the products they need to use, precautions they need to follow and the areas they need to clean</p>	<p>Lidded bins in classrooms</p> <p>Extra cleaning of toilets after lunchtimes</p> <p>Santising spray available in all teaching areas</p>	<p>01.09.21</p> <p>01.09.21</p> <p>01.09.21</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p>
<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"> • Carbon dioxide monitors used to quickly identify where ventilation needs to be improve 01.11.21 • 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. 		<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>	<p>Daily</p> <p>Heating override will be used as necessary</p> <p>Teachers to open doors and windows fully at break and lunchtimes</p> <p>Fans available on request</p>	<p>Class teachers</p> <p>Headteacher</p> <p>Teachers</p> <p>Headteacher</p>	<p>No</p> <p>Yes</p>

		<ul style="list-style-type: none"> • 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. 			Reminders to be sent to parents via email when weather turns colder	Headteacher	
					Hall or spare classroom	Headteacher	Yes
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. • Where adjustments to the job or working from home is not possible pregnant workers will be suspended from work on paid leave. 		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.	Staff identified in previous risk assessment	Headteacher	Yes
Airborne spread of COVID	Employees Pupils Young People Families Contractors Visitors	<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. 			Staff and visitors informed that face coverings can be worn if chosen	Staff 01.09.21 Visitors and as when necessary	Yes

	Members of the public	<ul style="list-style-type: none"> Where staff are in enclosed and crowded spaces, face masks are recommended (but not required). Keep records of all visitors to pass onto test and trace 		All visitors recorded on signing in sheets	As above Office staff keep accurate records of visitors	Office staff	Yes
Returning to work after summer closure	Employees Pupils Young People Families Contractors Visitors Members of the public	<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.). 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. 		Encourage vaccination take up amongst eligible staff	<p>Ongoing as part of usual procedures</p> <p>Vaccination status email sent to all staff on 13.09.21</p> <p>Peripatetic music staff informed of school operating procedures</p> <p>Testing encouraged and tests ordered and available</p> <p>Website check</p>	<p>SLT</p> <p>Headteacher</p> <p>08.09.21</p> <p>Headteacher</p> <p>Headteacher</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>

Completed by:	Richard Bridgewater	Date	12.09.2021
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Reviewed by	Date	Next Review Due