

COVID-19 Risk Assessment – December 2021

Risk Assessment for St Mary's CE VA Primary School, Tetbury.							
Hazards	Who is at risk?	What are we 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 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 ○ 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. 	Yes at current time.	Increase the use of home testing by staff if cases rise. Consider reintroducing face coverings (adults) and bubbles temporarily Attendance restriction will only be recommended by the government as a last resort.	JW & HG	Ongoing	

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		<ul style="list-style-type: none"> 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. 					
Poor Personal Hygiene	Employees Pupils Young People Families Contractors Visitors Members of the public	<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. 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. 	Yes at current time.	Put in place monitoring and supervision to make sure people are following any controls in place, including enhanced cleaning.	JW/HG	Ongoing	

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		<ul style="list-style-type: none"> 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 as required. 					
Spreading coronavirus from contact with surfaces, equipment and workstations	Employees Pupils Young People Families Contractors Visitors Members of the public	<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. Identify where it is possible to 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. 	Yes at current time.	Put in place monitoring and supervision to make sure people are following controls, for example by implementing cleaning regimes. Provide information telling people who should clean something and when.	JW/HG	Ongoing	

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		<ul style="list-style-type: none"> 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>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	Employees Pupils Young People Families Contractors Visitors Members of the public	<ul style="list-style-type: none"> 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. 14 CO2 monitors are located around the school in rooms with the most occupancy to monitor CO2 levels and hence amount of ventilation in room. A consistent value of over 800ppm is an early warning to increase ventilation. 	Yes at current time.	Identify any poorly ventilated spaces take steps to improve fresh air flow in these areas.	All staff	Ongoing	

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		<ul style="list-style-type: none"> Teachers and staff to increase ventilation if a consistent value of over 1500ppm on the CO2 monitor but not need to stop using the room. 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. 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 training are in rooms with suitable and sufficient ventilation. 					
Increased risk of infection and complications for workers who are clinically extremely vulnerable	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. 	Yes at current time.	Guidance on who is clinically extremely vulnerable and what further support may be available from Public Health England.	JW	As required	

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and workers in higher- risk groups		<ul style="list-style-type: none"> 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. 		Keep under review completed individual risk assessments for pregnant workers.			
Airborne spread of COVID	Employees Pupils Young People Families Contractors Visitors Members of the public	<ul style="list-style-type: none"> Due to the concerns posed by the Omicron variant – staff and visitors to wear facemasks when walking around school and in communal areas. Large gatherings are avoided where possible eg. Whole school collective worship and events. Worship continues to be delivered online. Where staff are in enclosed and crowded spaces, face masks are recommended (but not required). Face coverings recommended on school transport. 	Yes at current time.	Communicate to staff that Govt guidance changed on 28 th November recommending that staff and visitors in primary schools wear masks in corridors and communal areas.	JW/HG	1 st December 2021	
Returning to work after summer closure	Employees Pupils Young People Families Contractors Visitors	<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.). 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. 	Yes at current time.				

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	Members of the public	<ul style="list-style-type: none"> 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. Staff to undertake twice weekly home tests whenever they are on site until at least the end of December. 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			

Completed by:	JW	Date	September 2021
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Reviewed by	Changes	Date	Next Review Due
Helen Glover	Added in use of CO2 monitors. Added in re-introduction of face coverings for staff & visitors in communal areas and corridors.	December 2021	February 2022