



Coalway Community Infant School

COVID-19 Risk Assessment September 2021

This updated COVID-19 Risk Assessment takes account of revised procedures for schools and educational settings from Step 4 of the Government Roadmap from 16th August 2021.

The aim of the risk assessment is to implement protective measures in the government's operational guidance to protect our staff, pupils and community.

This update has moved away from the Assess – Plan – Do – Review model previously used (see archive) into a more traditional risk assessment format that identifies each hazard, who is at risk, guidance on what the school will be doing and any further actions that are required.

Our risk assessment implements protective measures recommended by DfE and PHE. In compiling the risk assessment the Governing Board followed Gloucestershire County Council's Safety, Health and Environment (SHE) department's 'COVID-19 RISK ASSESSMENT PROCESS FOR SCHOOLS (FROM STEP 4)'

COVID-19 Risk Assessment for Schools & Educational Settings

Risk Assessment for Coalway Community Infant 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 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 adult supervision. • 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. • 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 	Yes	<p>Refer to outbreak management plan if threshold in positive cases is reached.</p> <p>Increase the use of home testing by staff or as advised by PHE</p> <p>Consider reintroducing face coverings and bubbles temporarily</p> <p>Attendance restriction will only be recommended by the government as a last resort.</p>	FH	When required	

		<p>outbreak.</p> <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 – COVID safe measures. • 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. 					
Poor Personal Hygiene	<p>Employees Pupils 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 (hall, playground, intervention rooms), hand sanitiser provided in rooms. • Sanitiser used as an alternative to hand washing. • Staff modelling and teaching of process. Staff help is available for pupils who have trouble cleaning their hands independently (e.g. younger children and pupils with complex needs). • Resources used 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. 	Yes	<p>Increased monitoring and supervision to make sure everyone is following any controls school has in place, including enhanced cleaning.</p>	All staff	Ongoing	
Spreading coronavirus from contact with surfaces, equipment and workstations	<p>Employees Pupils 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, 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. 	Yes	<p>Put in place monitoring and supervision to make sure people are following controls.</p> <p>Increase cleaning</p>	All staff	Ongoing	

		<ul style="list-style-type: none"> • Avoid sharing work equipment by allocating it on a personal basis or put cleaning regimes in place to clean between each user. • Identify where we can reduce people touching surfaces, for example by leaving doors open. • 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 provided in classrooms for use by members of staff. • Thorough cleaning of rooms at the end of the day. 		regimes. Introduce additional rotas/timetables. Provide instruction and training to people who need to clean. Include information on the products they need to use, precautions they need to follow and the areas they need to clean			
Poorly ventilated spaces leading to risks of coronavirus spreading	Employees Pupils Families Contractors Visitors Members of the public	<ul style="list-style-type: none"> • Ventilation systems working optimally. • Carbon dioxide monitors used to quickly identify where ventilation needs to be improved. (awaiting DfE allocation) • 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 opposed to low-level windows, close external doors and arrange the furniture if appropriate and possible. • Use fans for good air circulation in Offices/smaller rooms. • Occupants encouraged to wear additional, suitable indoor clothing. (If wearing coats and other outdoor clothing the room would be considered too cold and the above steps must be considered). 	Yes	Identify any poorly ventilated spaces - take steps to improve fresh air flow in these areas.	All staff	Ongoing	

		<ul style="list-style-type: none"> 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 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. 	Yes	<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>	Head Teacher	Ongoing	
Airborne spread of COVID	<p>Employees Pupils 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. 	Yes	Re-introduction of face coverings if advised by PHE ('scaling up').	Head Teacher All staff	Ongoing	
Returning to work after summer closure	<p>Employees Pupils 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, etc.). Checking mechanical ventilation systems are working effectively and are properly maintained. 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. 	Yes	Encourage vaccination take up amongst eligible staff	Head teacher/ Admin staff	Sept 2021, ongoing	

		<ul style="list-style-type: none"> • Communicate updates with supply staff and other temporary 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. 					
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Completed by:	F. Hamilton, Headteacher	Date	1 st September 2021
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Reviewed by	Date	Next Review Due
		October 2021 (end of Term 1)