

Risk Assessment

Company name: Giles Junior School

Assessment carried out by: Louise Whitby

Date of next review: October 31st 2021

Date assessment was carried out: 28/08/2021

This action plan is based on the following document:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

You should:

- 1 Ensure good hygiene for everyone.
- 2 Maintain appropriate cleaning regimes.
- 3 Keep occupied spaces well ventilated.
- 4 Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.

- If you test positive you must isolate for 10 days from the start of symptoms or when you had a positive PCR test confirmed.
- If you are in contact with someone who is positive you should book a PCR test and do NOT need to isolate if: you are under 18 OR have had both vaccines.
- If you are in contact with someone who is positive and you are over 18 and have not had the vaccine you will need to self-isolate for 10 days from the last time you were in contact with the person who tested positive.

Guidance for educational settings

<https://www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19>

Actions for schools COVID operational guidance

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

Contingency Framework <https://www.gov.uk/government/publications/coronavirus-covid-19-contingency-framework-for-education-and-childcare-settings>

Protective measures for holiday and after-school clubs

<https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak#consider-group>

Face coverings in Education <https://www.gov.uk/government/publications/face-coverings-in-education>

Cleaning after a positive / symptomatic case on site

Cleaning of non-healthcare settings <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>

Guidance on infection prevention and control for COVID-19 <https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control>

First aid guidance <https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov>

<https://www.sja.org.uk/get-advice/first-aid-advice/covid-19-advice-for-first-aiders/>

CPR on adults <https://www.sja.org.uk/get-advice/first-aid-advice/unresponsive-casualty/how-to-do-cpr-on-an-adult/>

Stay at home guidance

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>

Test and trace <https://www.gov.uk/guidance/maintaining-records-of-staff-customers-and-visitors-to-support-nhs-test-and-trace>

Face coverings <https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own>

Return to Recreational team sport framework <https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation/return-to-recreational-team-sport-framework>

Guidance on shielding and protecting people who are extremely vulnerable from COVID-19 <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19#Clinically>

Pregnant employees [Coronavirus \(COVID-19\): advice for pregnant employees - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/coronavirus-covid-19-advice-for-pregnant-employees)

Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Hazard - Contact with someone showing symptoms / possible contact with someone having the virus					
<p>Staff – The need to care for a pupil displaying symptoms</p> <p>Pupils – risk of being in contact and contracting the virus</p> <p>Families – in the event of a pupil contracting the virus this could then be passed on to the household.</p>	<ul style="list-style-type: none"> • Good hand hygiene • Increased cleaning • Catch it kill it bin it • Social distancing • Wearing appropriate PPE when a child reports or shows symptoms (fever, loss of taste/smell, persistent new cough) • School community clear on symptoms of coronavirus: high temperature (37.8 deg C or more), a new continuous cough or a loss of, or change, in their normal sense of taste or smell. • No symptomatic individuals to present on site. • If a child has symptoms they will be removed to an area where they are isolated from others (hall at the back area by benches where it is well ventilated and open space). • Staff member to stay with child while wearing PPE. • Parent/carer called and asked to collect immediately. • All areas occupied and equipment used by the affected person are to be thoroughly cleaned and disinfected (see PHE cleaning advice) • Limit mixing in toilets to assigned year groups where possible. 	<p>Staff to ensure PPE and class cleaning kits are stocked and to report if stock is low.</p>	<ul style="list-style-type: none"> • LW to monitor and maintain stock of PPE and store in staff room. • LW to ensure staff are aware that PPE available in the original staff room – accessible to all staff • Class teachers to maintain their cleaning kit in their classroom so cleaning materials are readily accessible for use in these situations. • Mr Brown to monitor the stock levels of anti-bacterial hand wash and order as needed. • Louise Whitby to send reminder letter to parents about key measures in place. 	<p>01/09/2021</p> <p>01/09/2021</p> <p>01/09/2021</p> <p>01/09/2021</p> <p>31/08/2021</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>
Hazard – Outbreak of COVID-19 in school					

<p>Pupils – required to have remote education for a fixed time.</p> <p>Staff – increased risk of staff contracting the virus which could put them at risk (especially if not vaccinated)</p>	<ul style="list-style-type: none"> • Staff to test twice a week using LFTs as supplied by school • From 16th August 2021 all under 18's and those adults who have been fully vaccinated will be exempt from self-isolation if a contact of a positive case. • Close contacts should take a PCR test and only need to isolate if they test positive or develop symptoms themselves. 	<ul style="list-style-type: none"> • SLT to monitor whether the threshold for a COVID outbreak has been met – See Outbreak Management Plan. 	<ul style="list-style-type: none"> • SLT to make sure all staff coming back onto site have access to tests to carry out on Sunday 30/08/2021 and then twice weekly as previously. 	01/09/2021	Done.
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Hazard – Ineffective hygiene procedures.

<p>All staff and pupils at greater risk of contracting the virus.</p>	<p>Hand Hygiene Welfare facilities are provided which contain suitable levels of soap and paper towels. All persons to wash hands with soap and water regularly and thoroughly, for at least 20 seconds. Hand washing technique to be adopted as directed by NHS guidance posters in place to reinforce this. Alcohol hand sanitiser used in addition where required. Review existing levels / location of hand sanitiser stations. Provided at reception / entrance/exit points; student entrance /reception. Additional hand sanitiser in circulation spaces / classrooms where required. Build use into routines staff and pupil routines e.g. on arrival, when returning from breaks, when changing rooms, before / after eating. Site staff to regularly clean the hand washing facilities and check consumables. Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal. Ensure adequate supplies of soap, hand sanitiser and paper towels and these should be securely stored. Catch it, kill it, bin it message reinforced. Staff / students to use tissues when coughing or sneezing and then place the used tissue in the bin before washing hands. (lidded bins in classrooms / other locations for disposal of tissues and other waste)</p>		<ul style="list-style-type: none"> • Class teachers to monitor this and establish routine with class • Teaching assistants to support this during lunch time supervision 	01.09.2021	Done.
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Hazard – Poor Ventilation

<p>All staff and pupils at greater risk of contracting the virus should there be a positive case in their classroom.</p>	<p>Occupied rooms to be kept as well ventilated as possible (by opening external windows / doors) or via mechanical ventilation systems.</p> <p>Where mechanical ventilation is present that removes and circulates air to multiple rooms, increase ventilation rate and recirculation should be turned off adjust these to full fresh air where possible. There is no need to adjust systems that serve only individual rooms or portable units as these operate on 100% recirculation. See HSE guidance and CIBSE COVID-19 ventilation guidance (v5 July 21)</p> <p>In cooler weather open windows just enough to provide constant background ventilation, open windows more fully between classes, during breaks etc. to purge the air in the space. Use heating / additional layers of clothing to maintain comfortable temperatures.</p> <p>Ensure key fire doors are not being compromised / wedged open (those protected stairwells, cross corridor, on single directional routes etc.)</p>	<p>Identify any poorly ventilated areas and take steps to improve. A CO₂ monitor can help identify if the space is poorly ventilated (CO₂ levels of between 800-1000ppm are indicative of a well-ventilated room.)</p> <p>Use high level windows where available to minimise drafts.</p>	<p>Everyone responsible – SLT to check this when moving in and out of classrooms as additional monitoring.</p>	<p>01.09.2021</p>	<p>YES</p>
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Hazard – Lettings using the space and increasing risk of contact surfaces being contaminated.

<p>Children in closer contact with people where they could pass on or catch the virus.</p>	<p>Hiring and lettings risk assessments on use required from provider No set restrictions on indoor / outdoor capacity limits beyond what the school chooses to impose.</p> <p>Supplementary conditions of hire in place for COVID see https://thegrid.org.uk/health-and-safety-offsite-visits-premises/health-and-safety/premises-and-site-related</p> <p>Room layouts and areas able to be accessed agreed with hirer. Time of hire avoids any unnecessary mixing with members of the school community. Welfare facilities and adequate supplies of soap/water, paper towels, hand sanitiser etc. are provided.</p>	<p>Hirings / lettings to be reviewed in line with national advice and relaxation of restrictions.</p> <p>See also Sport England FAQs on return of sport</p>	<p>LW to review lettings and their COVID plan.</p>	<p>04.09.2021</p>	<p>Done</p>
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	<p>Consider how well ventilated the hired space is and if this can be improved, for example by opening windows / doors where appropriate. Provide additional signage, if required, for hired spaces to remind users on hand washing etc. All areas used, particularly touch surfaces are cleaned before / after use / before occupation by school.</p> <p>Record should be kept of all visitors / lead booker (maintained for 21 days) to aid track and trace. Or NHS QR code poster and check in function could be used for members of the public when premises are let to external providers. (this is not a legal requirement) Schools are not expected to create NHS QR code posters for their normal day to day operations. In the event of a subsequent positive case returned by a hirer / member of a 3rd party group ensure there is a process in place to notify the school.</p> <p><u>Breakfast and afterschool clubs</u> – risk assessments on delivery required from providers See protective measures for holiday and after school clubs, and other out of school settings</p> <p><u>Performances</u></p> <p>Audiences indoor / outdoor have been permitted since May 17th (see also performing Arts guidance). For all indoor spaces, maximise natural ventilation (through opening windows and doors or using air conditioning systems wherever possible-see ventilation and music).</p>				
Hazard – Lettings using the space and increasing risk of contact surfaces being contaminated.					
<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p><u>Visitors</u> Ensure all visitors / building users are aware of school's expectations. They must follow social distancing, hand washing / use of sanitiser on entry and adhere to any restrictions on accessing parts of the building stipulated by the school.</p>	<ul style="list-style-type: none"> • No changes. 	<p>Mel brown set up yellow book for this to be recorded in</p>	<p>14.09.2020</p>	<p>Done.</p>

	<p>Volunteers, temporary / supply staff, sports coaches and other providers are briefed on school's arrangements for managing and minimising risk.</p> <p>Where visits can happen outside of school hours, they should. No longer a requirement to collect contact details but this will support NHS Test and Trace. Check in by providing an NHS QR code poster, or alternate method for recording and securely storing names and contact details.</p> <p>Signage in reception regarding good hygiene.</p> <ul style="list-style-type: none"> • Use of Perspex screens for open receptions. • Encourage use of class emails or phone appointments to discuss any matters arising 				
Use of lunch canteen with 360 children moving through the space in 1.5 hours					
<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<ul style="list-style-type: none"> • Pupils will continue to eat lunch in class to minimise contact during a time when they are more likely to be using hands and consuming items. 	<ul style="list-style-type: none"> • No changes. 			
Hazard – Access to & egress from site					
<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p><u>Visitors</u></p> <p>Continue with soft start and end to the day to reduce bulge points and allow social distancing to take place as much as possible.</p> <p>Ensure all visitors / building users are aware of school's expectations. They must follow social distancing, hand washing / use of sanitiser on entry and adhere to any restrictions on accessing parts of the building stipulated by the school.</p> <p>Volunteers, temporary / supply staff, sports coaches and other providers are briefed on school's arrangements for managing and minimizing risk.</p>	<p>No changes.</p>	<ul style="list-style-type: none"> • Class teachers to ensure doors are locked from 8:55 and then from 3:00. 		

	<p>Where visits can happen outside of school hours, they should. No longer a requirement to collect contact details but this will support NHS Test and Trace. Check in by providing an NHS QR code poster, or alternate method for recording and securely storing names and contact details.</p> <p>Signage in reception regarding good hygiene.</p> <ul style="list-style-type: none"> • Use of glass screens on office lobby 				
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Hazard – Administering First Aid – requirement for close contact

<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>Where reasonable physical contact should be kept to a minimum e.g. pupils apply cold pack, wipe, plaster where able to do so. Wash hands before / after treatment.</p> <p>Those administering first aid should wear PPE appropriate to the circumstances. Where the injury was significant and thus required close care for an extended period then it would be reasonable to provide PPE. All PPE should be worn properly, and removed with care. Wash hands immediately and thoroughly before and after removing PPE. See also ‘provision of personal care’ and ‘Suspected case whilst working on site’.</p> <p>First aiders to be aware of advice on CPR from The Resuscitation Council Resuscitation Council UK Statement on COVID-19 in relation to CPR and resuscitation in first aid and community settings Resuscitation Council UK</p>	<p>None.</p>	<p>TL and DL to ensure that stock levels are kept at a reasonable level so first aid kits in each class can be replenished as required. Class teacher/TA/MSA to ensure the content of kits are kept well stocked.</p>	<p>01.09.2021</p> <p>02.09.2021</p>	<p>Done</p> <p>Done.</p>
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Hazard – Staff lacking awareness on changes and expectations in regards to COVID-19

<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>All staff consulted on plans and risk assessment. Parents/ carers and pupils informed of measures in place to protect them Posters will be displayed in the reception, welfare areas and in suitable places around site.</p> <p>Clear briefing for all personnel on site, warning them of the risks posed by the virus as well as the control measures outlined in this assessment and from government guidance.</p>	<p>INSET Day opportunity to update and request all staff to read and sign to say they have read and understood current advice.</p>	<p>Louise Whitby amend and print copies of latest risk assessment.</p>	<p>01/09/2021</p>	<p>Done.</p>
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	Volunteers, peripatetic, temporary / supply staff, sports coaches and other providers are briefed on school's arrangements for managing and minimising risk.				
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