



## Risk Assessment

**Title of Risk Assessment:** Operational Risk Assessment for School (January 2022)

**Type of Risk Assessment:** Generic / **Specific**

**If specific, does it relate to a particular:** Activity / Individual / **Venue** **Specify person at risk:** \_\_\_\_\_

**Date of assessment:** January 2022

### Background information

1. This risk assessment has been undertaken with reference to all guidance issued by the Department for Education Covid-19 Operational Guidance (August 2021) and how this can relate specifically to the School. Related documents to this Risk Assessment:

[Schools coronavirus \(COVID-19\) operational guidance](#)

[Stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection - GOV.UK \(www.gov.uk\)](#)

2. The risk assessment relates to the venue and its operational use but also to the individuals within the building, both students and staff, and the activities that can be undertaken.
3. The risk assessment relates to visitors, volunteers and contractors as and when they will be permitted to attend which is subject to continuous review.
4. Items highlighted are new for January 2022 or have been changed from the previous Risk Assessment (November 2021).

What are the hazards?	Who might be harmed and how?	What are you already doing? (Control Measures)	Do you need to do anything else to manage the risks? (Additional Measures)	Action, by whom?	Action, by when?	Done
<b>Person showing symptoms or positive test result</b>	Employees, Pupils, Young People, Families, Contractors, Visitors, Members of the	<ul style="list-style-type: none"> <li>Continued reference to GCC's COVID Response Checklist and public health advice on testing, self-isolation and managing confirmed cases of COVID-19.</li> <li>Regular communications that persons are not to come into school if they have symptoms, have had a positive</li> </ul>	Increase the use of home testing by pupils and staff.  If advised reintroduce an asymptomatic			



	<p>public and other occupants may catch COVID-19 via direct or indirect contact with carriers.</p> <p>Potential for spread to other family members / persons.</p>	<p>test result or other reasons requiring them to stay at home due to the risk of them passing on COVID-19 (eg they are required to quarantine).</p> <ul style="list-style-type: none"> <li>• If anyone in the school develops COVID-19 symptoms they will be sent home.</li> <li>• 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).</li> <li>• Staff caring for a child awaiting collection are required to keep a distance of 2 metres.</li> <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> <li>• Staff to wash their hands after caring for a child with symptoms.</li> <li>• All areas where a person with symptoms has been to be cleaned after they have left.</li> <li>• The threshold guidance in the school’s outbreak management plan for reporting and managing an outbreak will be followed.</li> <li>• School has sufficient supplies of PPE, face coverings, cleaning materials and hand washing/sanitising liquids.</li> <li>• The Principal and Business Manager will continue to update staff, pupils, stakeholders and visitors on changes in practice – covid safe measures.</li> <li>• If a parent/carer insists on a pupil attending your school with symptoms, the Principal may refuse the pupil if, in their reasonable judgement, it is necessary to protect</li> </ul>	<p>testing site (ATS) at school.</p> <p>Consult with the local PHE team to discuss what support the school need to do to reintroduce an ATS.</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>			
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		other pupils and staff from possible infection with COVID-19.				
<b>Poor Personal Hygiene</b>	<p>Employees, Pupils, Young People, Families, Contractors, Visitors, Members of the public and other occupants may catch COVID-19 via direct or indirect contact with carriers.</p> <p>Potential for spread to other family members / persons.</p>	<ul style="list-style-type: none"> <li>• COVID-19 posters / signage displayed, as appropriate.</li> <li>• Frequent and thorough hand cleaning is regular practice.</li> <li>• Pupils and staff to clean their hands when they arrive at school, before and after eating.</li> <li>• Sufficient handwashing facilities are available.</li> <li>• Where there is no sink, hand sanitiser provided in classrooms on the Teacher's desk.</li> <li>• Staff help is available for pupils who have trouble cleaning their hands independently (eg pupils with complex needs).</li> <li>• Use resources, within PSHE lessons, such as "e-bug" to teach effective hand hygiene etc.</li> <li>• Adults and pupils are encouraged not to touch their mouth, eyes and nose.</li> <li>• Adults and pupils encouraged to use a tissue to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it').</li> <li>• Tissues to be provided on the Teacher's desk. Bins for tissues provided and are emptied throughout the day.</li> </ul>	Put in place monitoring and supervision to make sure people are following any controls you have in place, including enhanced cleaning.			
<b>Spreading coronavirus from contact with surfaces, equipment and workstations</b>	<p>Employees, Pupils, Young People, Families, Contractors, Visitors, Members of the public and other occupants may catch COVID-19 via direct or</p>	<ul style="list-style-type: none"> <li>• Reduced clutter and removing difficult to clean items to make cleaning easier.</li> <li>• Cleaning using recommended 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.</li> <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> </ul>	<p>Put in place monitoring and supervision to make sure people are following controls, for example by implementing cleaning regimes.</p> <p>Provide information telling people who</p>			



	<p>indirect contact with carriers.</p> <p>Potential for spread to other family members / persons.</p>	<ul style="list-style-type: none"> <li>• Identify where you can reduce people touching surfaces, for example by leaving doors open (except fire doors), or providing contactless payment.</li> <li>• Keep surfaces clear to make it easier to clean and reduce the likelihood of contaminating objects.</li> <li>• Toilets and communal areas to be cleaned regularly.</li> <li>• H3 spray and paper towels to be provided in classrooms for use by members of staff.</li> <li>• Thorough cleaning of rooms at the end of the day.</li> </ul>	<p>should clean something and when.</p> <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>			
<p><b>Poorly ventilated spaces leading to risks of coronavirus spreading</b></p>	<p>Employees, Pupils, Young People, Families, Contractors, Visitors, Members of the public and other occupants may catch COVID-19 via direct or indirect contact with carriers.</p> <p>Potential for spread to other family members / persons.</p>	<ul style="list-style-type: none"> <li>• Ventilation and AC systems working optimally.</li> <li>• Carbon dioxide monitors used to quickly identify where ventilation needs to be improved.</li> <li>• Heating used as necessary to ensure comfort levels are maintained when the building is occupied.</li> <li>• Keep windows open as wide as they are able to provide some natural background ventilation and open internal doors to increase air flow.</li> <li>• Open windows as wide as they are able when rooms are unoccupied for longer periods to purge the air (eg lunch times and before and after school).</li> <li>• Action taken to prevent occupants being exposed to draughts (eg partially open high-level windows as opposed to low-level windows, close external doors and arrange the furniture if appropriate and possible.</li> <li>• Use fans for good air circulation.</li> <li>• Air conditioning systems that normally run with a recirculation mode set up to run on full outside air.</li> <li>• Occupants encouraged to wear additional, suitable indoor clothing. (If they have to wear coats, scarves and</li> </ul>	<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>other outdoor clothing the room would be considered too cold and the above steps must be considered).</p> <ul style="list-style-type: none"> <li>• Ensure staff meetings and insets are in rooms with suitable and sufficient ventilation.</li> </ul>				
<p><b>Increased risk of infection and complications for workers who are clinically extremely vulnerable and workers in higher- risk groups</b></p>	<p>Employees, Pupils, Young People, Families, Contractors, Visitors, Members of the public and other occupants may catch COVID-19 via direct or indirect contact with carriers.</p> <p>Potential for spread to other family members / persons.</p>	<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> <li>• Where adjustments to the job or working from home is not possible pregnant workers will be suspended from work on paid leave.</li> </ul>	<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>			
<p><b>Returning to work after any closure</b></p>	<p>Employees, Pupils, Young People, Families, Contractors, Visitors, Members of the public and other occupants may catch COVID-19 via direct or indirect contact with carriers.</p>	<ul style="list-style-type: none"> <li>• Buildings and health and safety compliance checks continue to be undertaken (eg fire alarm, emergency lighting, water hygiene, lifts, 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> </ul>	<p>Encourage vaccination take up amongst eligible staff</p>			



	Potential for spread to other family members / persons.	<ul style="list-style-type: none"> <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>• Staff to undertake twice weekly home tests whenever they are on site and the day prior to their return.</li> <li>• The school will retain a small asymptomatic testing site (ATS) on-site to offer testing to pupils who are unable to test themselves at home.</li> <li>• Review/update policies to reflect changes brought about by updated COVID-19 requirements.</li> <li>• Ensure website is compliant with regards to the publishing of policies and risk assessment.</li> </ul>				
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The persons below should sign to show that the assessment is a correct and reasonable reflection of the hazards, of the control measures and actions required.

<b>Name of person that undertook the Risk Assessment:</b>  Rhys Phillips (Acting Principal), Ann Price (Business Manager)	<b>Signature:</b>  	<b>Date:</b>  1 <sup>st</sup> January 2022
<b>Name of person that examined the Risk Assessment:</b>  Karen Elen (Chair of Governors) and Governing Body	<b>Signature:</b> 	<b>Date:</b>  1 <sup>st</sup> January 2022

<b>This Risk Assessment will be made available to the following affected people for information purposes:</b>	<b>All staff and students</b>
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<b>This Risk Assessment is subject to review, monitoring and revision by:</b>	<b>Governors, Acting Principal, Business Manager</b>	<b>This Risk Assessment will be reviewed within this specified period of time:</b>	<b>Under continuous review in line with guidance.</b>
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