

**Risk Assessment Covid 19  
Glenfield Primary School  
Step 4  
2021 - 2022**

At Glenfield, the underlying principles for this risk assessment are:

### **System of controls**

This is the set of actions schools must take. They are grouped into 'prevention' and 'response to any infection' and are outlined in more detail in the sections below.

#### **Prevention:**

- Exercise good hand hygiene.
- Exercise good respiratory hygiene, catch it, bin it, kill it principles.
- Use 'enhanced cleaning' regimes, particularly on frequently touched surfaces (minimum twice a day is suggested).
- Maintain good ventilation in occupied parts of the school, balancing ventilation with thermal comfort.
- Use PPE where appropriate to their setting or activity

#### **Response to any infection:**

- Have systems in place to encourage all who have symptoms of Covid to self-isolate, engage with test and trace and follow PH advice.
- Engage with regular testing (staff)

Local authority advice and Government 'School's COVID-19 Operational Guidance (19 July 2021)' was used.

#### **Outbreak Management:**

From Step 4, close contacts will be identified via NHS Test and Trace. The school may be contacted in exceptional cases to identify close contacts, as currently happens in managing other infectious diseases. We will continue to have a role in working with health protection teams in the case of a local outbreak. (See also Outbreak Management Plan)

The school will ask parents and staff to inform us immediately of the results of a test: 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'

Hazard (Something with a potential to cause harm)	Who might be Harmed & How?	Covid 19 Controls	Initial Risk Rating (S x L)			Further Action Required	Review
			Severity	Likelihood	Risk Rating		
<b>Coming into contact with individuals who are unwell</b>	Staff, pupils, visitors and contractors. Reduced infection control which may result in spread of COVID19	<ul style="list-style-type: none"> <li>Staff, pupils, visitors and contractors do not come into the school if they have COVID19 symptoms or have tested positive in the last 10 days.</li> <li>Anyone developing COVID19 symptoms is sent home.</li> <li>Persons who have symptoms must get a PCR test. Persons with a positive test will remain in isolation for a period of 10 days from the date of the test.</li> <li>People who are in contact with a positive case should get a PCR test. They will need to isolate if they test positive, or are not fully vaccinated. Children will not need to isolate unless they test positive or begin to show symptoms.</li> </ul>	L	M	L	Follow advice from PH concerning return to school.	
<b>A pupil shows symptoms of COVID19 whilst in school</b>	Staff, pupils, visitors and contractors. Reduced infection control which may result in spread of COVID19	<ul style="list-style-type: none"> <li>Pupils waiting to be collected wait in Intervention Room 2.</li> <li>PPE is worn by staff caring for the pupil while they await collection if a distance of 1+ metres cannot be maintained.</li> <li>The area around the pupil with symptoms is cleaned and disinfected after they have left.</li> <li>The room is fogged as soon as possible after use and cannot be used until this has taken place.</li> <li>Everyone washes their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell.</li> </ul>	L	M	L	"Do not use" sign to be placed on the door until fogging has taken place.	
<b>Visitors to site</b>	Staff, pupils,	<ul style="list-style-type: none"> <li>Visitors to site should be kept to a minimum,</li> </ul>	L	L	L		

		<p>parents/guardian, visitors and contractors. Reduced infection control which may result in spread of COVID19</p>	<p>appointments preferred so that:</p> <ul style="list-style-type: none"> <li>Visitors are asked if they have any symptoms of COVID19 or have had contact with anyone who has symptoms of COVID19, before they arrive on site.</li> </ul>			
<p><b>Carrying out 1<sup>st</sup> aid</b></p>	<p>First Aider Person being treated by the first aider.</p>	<ul style="list-style-type: none"> <li>A first aider should not be administering first aid treatment to a person who has the symptoms of COVID-19 unless life threatening condition and using St John's ambulance guidance (link at end of document). Isolation care can be given.</li> <li>If a child presents symptoms of COVID-19 they will be isolated 1+m away from people and parents called to collect them.</li> <li>Persons who have symptoms will isolate for 10 days and will not be in school.</li> <li>The first aider will wash their hands for at least 20 seconds with soap and water before donning gloves.</li> <li>The first aider will cover any cuts on their hands with waterproof plasters. Gloves will be worn.</li> <li>The first aider will avoid putting their fingers in their mouth and touching their face.</li> <li>The first aider will avoid touching any part of a dressing that will come in contact with a wound.</li> <li>The first aider will use a visor and a disposable face covering.</li> <li>After each first aid treatment is given all equipment and surfaces, visor used will be cleaned down using a detergent solution. The goggles and visor are rinsed with clean water after being disinfected to remove any chemical residue.</li> <li>After using the face masks, aprons and gloves they will be correctly doffed and placed straight into a bag and the</li> </ul>	<ul style="list-style-type: none"> <li>A first aider should not be administering first aid treatment to a person who has the symptoms of COVID-19 unless life threatening condition and using St John's ambulance guidance (link at end of document). Isolation care can be given.</li> <li>If a child presents symptoms of COVID-19 they will be isolated 1+m away from people and parents called to collect them.</li> <li>Persons who have symptoms will isolate for 10 days and will not be in school.</li> <li>The first aider will wash their hands for at least 20 seconds with soap and water before donning gloves.</li> <li>The first aider will cover any cuts on their hands with waterproof plasters. Gloves will be worn.</li> <li>The first aider will avoid putting their fingers in their mouth and touching their face.</li> <li>The first aider will avoid touching any part of a dressing that will come in contact with a wound.</li> <li>The first aider will use a visor and a disposable face covering.</li> <li>After each first aid treatment is given all equipment and surfaces, visor used will be cleaned down using a detergent solution. The goggles and visor are rinsed with clean water after being disinfected to remove any chemical residue.</li> <li>After using the face masks, aprons and gloves they will be correctly doffed and placed straight into a bag and the</li> </ul>	<p>L</p>	<p>L</p>	

		<p>bags tied.</p> <ul style="list-style-type: none"> <li>• NHS hand washing posters have been installed above sinks to give information on good hand washing techniques.</li> <li>• Face masks and gloves will only be used for 1 treatment of first aid they will not be used to treat a second person requiring first aid.</li> <li>• First aiders have been given information on how to correctly don and doff their PPE.</li> <li>• No food will be stored or eaten in the first aid areas.</li> <li>• After first aid treatment is given and cleaning has been completed the first aider will wash their hands with soap and water for at least 20 seconds before commencing any further work.</li> <li>• There is a dedicated area for first aid that will be used solely for first aid treatment to help prevent bodily fluids contaminating other parts of the building.(Each end of corridors)</li> <li>• The first aid area is well ventilated at all times.</li> </ul>			
<p><b>Intimate care</b></p>	<p>Staff, pupil</p>	<ul style="list-style-type: none"> <li>• The staff member providing the intimate care will wash hands thoroughly before and after providing intimate care, using soap and water for at least 20 seconds. Use alcohol-based hand sanitiser if soap and water is not available.</li> <li>• NHS hand washing posters have been installed above sinks to give information on good hand washing techniques.</li> </ul>	<p>M L L</p>		

		<ul style="list-style-type: none"> <li>Children, young people and students whose care routinely already involves the use of PPE due to their intimate care needs will continue to receive their care in the same way, using the same PPE as they have always done for this task. This PPE may include: Gloves Apron Mask Visor</li> <li>If contact with the unwell child or young person is necessary, then nitrile/latex disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn.</li> <li>The room is well ventilated at all times.</li> </ul>			
<p><b>Insufficient Cleaning</b></p>	<p>Reduced infection control which may result in spread of COVID19</p>	<ul style="list-style-type: none"> <li>A detailed cleaning schedule will be implemented throughout the site, ensuring that contact points, e.g. work surfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly.</li> <li>A record of each cleaning / disinfecting activity is recorded to include what has been cleaned, by who, when and how.</li> <li>Sanitiser and fog spray (Green Tech) to be used on hard surfaces. Extra attention is to be given to frequently touched areas and surfaces, e.g. doors, toilets, door handles, phones, light switches and door fobs several times a day with one of those times being either at the start or end of the day.</li> </ul>	<p>L L L</p>	<p>Hours of cleaning staff increased to cover entire day plus after school cleaning.</p> <p>Notices on toilets and all areas to record cleaning times.</p>	

		<ul style="list-style-type: none"> <li>• Hand towels and hand wash are to be checked and replaced as needed by the Premises Officer and cleaning staff.</li> <li>• Enhance the cleaning regimes for toilet facilities, particularly door handles, locks and the toilet flush, etc.</li> <li>• Only cleaning products supplied by the school are to be used. Staff are told not to bring cleaning products from home.</li> <li>• Please refer to the school's COSHH risk assessments for further control measures in relation to cleaning chemicals used.</li> <li>• PPE required for cleaning will be noted in the outcome of the COSHH risk assessments conducted for cleaning chemicals used.</li> <li>• Bin liners are used in all bins and bins are emptied into the external waste bin/skip regularly.</li> <li>• Random monitoring spot checks are made by the SLT to confirm cleaning activities are being completed. This will be formally documented on the cleaning record.</li> </ul>			
<p><b>Poor Ventilation / Lack of Ventilation</b></p> <p><b>Thermal Discomfort in colder months</b></p>	<p>Staff, pupils, visitors, contractors.</p> <p>Reduced infection control which may result in spread of COVID19.</p> <p>COVID-19 transmitting through mechanical ventilation ducts that link between rooms.</p>	<ul style="list-style-type: none"> <li>• Windows will be opened more fully during breaks to purge the air in the space.</li> <li>• Natural ventilation is provided by opening external doors where this would not create a safeguarding and/or fire risk.</li> <li>• Furniture has been re-arranged where possible to avoid direct drafts. This may prove to be difficult where class sizes are large.</li> <li>• Heating will be used and adjusted as necessary in</li> </ul>	<p>L</p> <p>M</p> <p>L</p>		



		occupied spaces to help to ensure thermal comfort levels are maintained.				
		<ul style="list-style-type: none"> <li>The following Rooms have ventilation, which can be adjusted:            SENCO Office            Intervention 2            Intervention 1 (Bubble)            Doors should be opened wherever possible in these rooms.</li> </ul>				
<b>Breakfast and after school clubs</b>	Staff, pupils, parents/guardian, visitors and contractors. Reduced infection control which may result in spread of COVID19	<ul style="list-style-type: none"> <li>Individual Covid risk assessments will be available for activities taking place out of school hours. This should contain controls to reduce the spread of COVID19 and be consistent with step 4 guidance for the activity being undertaken</li> </ul>	L	M	L	
<b>Residential visits / off-site visits</b>	Staff, pupils, parents/guardian/public/volunteers Reduced infection control which may result in spread of COVID19	<ul style="list-style-type: none"> <li>A COVID risk assessment will be created for each off-site visit. These will be submitted to head teacher two weeks before the visit/trip date.</li> <li>Any educational visits will be conducted in line with relevant COVID-19 guidance and regulations in place at that time both domestically and internationally.</li> <li>OEAP and government guidance will be followed during the visits and will be used to help develop risk assessments for the visits.</li> </ul>	L	M	L	
<b>Poor Hand Hygiene</b>	Reduced infection control which may result in spread of	<ul style="list-style-type: none"> <li>Pupils and staff to wash their hands with soap and water for at least 20 seconds on arrival at school, before eating and after breaks.</li> </ul>	L	M	L	Staff to continue to encourage additional



	COVID19					handwashing and to use hygiene resources.
<b>Poor Respiratory Hygiene</b>	Reduced infection control which may result in spread of COVID19	<ul style="list-style-type: none"> <li>Tissues provided in every classroom.</li> <li>Lidded bins provided in all classrooms and in communal areas.</li> <li>Relay the “catch it, kill it, bin it” approach to all staff and pupils.</li> </ul>	L	M	L	
<b>Pupils travelling to and arriving at school via SEN transport</b>	Drivers, escorts, pupils and families. Reduced infection control which may result in spread of COVID19	<ul style="list-style-type: none"> <li>Communication with Local authority Transport and individual drivers and escorts to ensure consistent safety measures are in place.</li> <li>Children arriving by taxi will be met at the taxi rank by staff and will sanitise/wash hands before entering the school.</li> <li>Drivers and escorts reminded to adhere to timings to avoid long waits in the area</li> </ul>	L	M	L	
<b>Lateral Flow test</b>	In order to pick up asymptomatic cases	<ul style="list-style-type: none"> <li>All staff will take lateral flow tests twice a week and report results to the government and school.</li> <li>Any positive test results will lead to the member of staff taking a full test at a testing station. They are to remain off school until the test results are confirmed.</li> </ul>	L	L	L	To be reviewed at the end of September 2021.

**Sources:**

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/999689/Schools\\_guidance\\_Step\\_4\\_update\\_FINAL.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/999689/Schools_guidance_Step_4_update_FINAL.pdf)

**Protective measures for out-of-school settings during the coronavirus (COVID-19) outbreak**

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/999758/OOSS\\_Provider\\_Guidance\\_PDF\\_Step\\_4.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/999758/OOSS_Provider_Guidance_PDF_Step_4.pdf)

**Air conditioning and ventilation during the coronavirus outbreak**

<https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm>

**Contacts: PHE health protection teams**

<https://www.gov.uk/guidance/contacts-phe-health-protection-teams>

**Source NHS:**

<https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/>

**COVID-19: cleaning in non-healthcare settings:**

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

**St. John Ambulance Covid-19: advice for first aiders:**



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

**Operational guidance for SEND in Step 4:**

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/999741/SEND\\_update\\_guidance\\_Step\\_4.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/999741/SEND_update_guidance_Step_4.pdf)

Potential Severity of Harm	High	Medium	High	High
Death, long term serious ill health.		Medium	High	High
Illness requiring further medical assistance.		Low	Medium	High
Mild illness requiring self-isolation only		Low	Low	Medium
	Low The event is unlikely to happen.	Low	Medium It is fairly likely to happen.	High It is likely to happen.
Likelihood of Harm Occurring				

Risk Rating Definitions	
Low	This is an acceptable level of risk. No further controls are required as the risk rating cannot be reduced any further. However, it is advised that continual monitoring occurs in order to ensure that no changes / deviation of control measures occur.
Medium	It is advised that further controls are implemented to reduce the risk rating to as low a level as possible. If the risk cannot be reduced to lower than a medium, then on site monitoring should occur to ensure that all stipulated controls are being adhered to.
High	This is an unacceptable risk rating. Urgent interim controls should be implemented to reduce the risk so far as is reasonably practicable. If the risk rating cannot be reduced to lower than a <b>High</b> , then a documented safe system of work should be implemented to control the activity. It may be necessary to seek further professional advice. Serious considerations should be given to the validity of carrying out the activity at all. Regular monitoring of the activity should occur.

Risk Assessor (s) Name(s):	Kathy Martin	Risk Assessor(s) Signature (s):	
	Nicola Quinn		
Date Conducted:	24.08.21	Date of Next Review:	
		Date of Review:	
		Date of Review:	

