

COVID-19 Risk Assessment for Schools
Grange Park Primary School



Work Activity being assessed:	COVID-19 Risk Assessment for Schools	School:	Grange Park Primary School
Headteacher:	Tijen Hassan	Persons undertaking the assessment:	Tijen Hassan
Date of assessment:	21 February 2022	Date of next review:	April 2022 (or sooner if government advice changes)

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Associated Guidance			
<p>HSE - Coronavirus/working-safely HSE - New and Expectant Mothers HSE - Protecting New and Expectant Mothers at Work HSE - Coronavirus/Cleaning/Handwashing & Using Hand Sanitiser HSE - Coronavirus/Cleaning/Bathrooms-toilets-washbasins HSE - Respiratory-Protective-Equipment/Fit-Testing-Basics HSE - Coronavirus / PPE Face Masks HSE - Supply issues with PPE and working safely during the Coronavirus pandemic HSE - Protect home workers (Coronavirus) HSE - Coronavirus/Working Safely / Protect People HSE - Coronavirus - Legionella Risks HSE - Coronavirus / Equipment & Machinery / Air-Conditioning & Ventilation NHS - 111 - COVID-19 NHS UK / Coronavirus / Latest NHS Info. NHS / Coronavirus / Testing & Tracing Nursing Times - Research - Paper Towels much more effective at removing viruses than hand dryer</p>	<p>GOV.UK - Coronavirus (COVID-19): advice for pregnant employees - GOV.UK Royal College of Paediatrics and Child Health - COVID-19 Chartered Institute of Building Services Engineers (CIBSE) - COVID-19 Chartered Institute of Building Services Engineers (CIBSE) - Emerging from lockdown Chartered Institute of Building Services Engineers (CIBSE) Coronavirus - SARS and Heating Ventilation and Air Conditioning Systems (HVAC) GOV.UK - COVID-19 Response: Summer 2021 GOV.UK - Government Collections - Coronavirus COVID-19 Guidance GOV.UK - Government Publications - Actions for Schools during the coronavirus outbreak / Schools Operational Guidance GOV.UK - Guidance for Schools Coronavirus COVID-19 GOV.UK - Publications - Guidance on Shielding and protecting Extremely Vulnerable Persons from COVID-19 Coronavirus: how to stay safe and help prevent the spread - GOV.UK (www.gov.uk) GOV.UK - Guidance / COVID-19 - Restrictions (what-you-can-and-cannot-do - clinically-vulnerable-people)</p>	<p>GOV.UK - COVID-19: Guidance on Protecting People Defined on Medical Grounds as Extremely Vulnerable - GOV.UK GOV.UK - Government / Publications / COVID-19 Stay at Home Guidance GOV.UK - Government / publications / COVID-19 (Asymptomatic-testing for staff in Primary Schools and Nurseries (Rapid Asymptomatic Testing for Staff)) GOV.UK - Government / Publications / Coronavirus - COVID-19 (Asymptomatic testing in Schools and Colleges) GOV.UK - Safe working in Education, Childcare and Children's Social Care, including the use of Personal Protective Equipment (PPE) GOV.UK - Government / Publication Stay-at-Home Guidance GOV.UK - NHS Test & Trace - How it works GOV.UK - Guidance / Coronavirus-COVID-19 - Getting tested GOV.UK / Government / Publication COVID-19-Decontamination in non-healthcare Settings GOV.UK - Guidance / Contacts PHE Health Protection Teams</p>	<p>GOV.UK - Coronavirus Test GOV.UK / Guidance / Coronavirus - Safer travel guidance for passengers GOV.UK / Guidance / How to Quarantine (when-you-arrive-in-England) GOV.UK - Extra mental health support for pupils and Teachers GOV.UK / Government Publications / COVID-19 for food businesses GOV.UK - Government Publications - Health & Safety on Educational Visits GOV.UK / Government / Publications / Protection Measures for Holiday or After School Clubs and other out of school settings during the COVID-19 outbreak GOV.UK / Government / Publications / Coronavirus COVID-19 - Guidance on phased return of Sport and Recreation GOV.UK / Government / Publication / Supporting Pupils at School with Medical Conditions GOV.UK / Government / Publications / What Parents and Carers need to know about Early Years Providers and Colleges during Coronavirus (COVID-19) outbreak GOV.UK - Face coverings: when to wear one, exemptions, and how to make your own</p>

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What are the hazards?	Who is at risk and How would they be harmed?	<p style="text-align: center;">CONTROLS</p> <p style="text-align: center;">What is currently done to reduce / control the risk?</p>	<p style="text-align: center;">What further action do you need to consider to control the risks?</p> <p style="text-align: center;">-What more can be done to reduce risk?</p>	Action by
PART 1 – GENERAL RISK ASSESSMENT FOR SCHOOL				
Increased risk of infection due to mutations of the Coronavirus.	All staff, pupils and others may be at greater risk of contracting the virus due to variant strains	<p>All mitigation measures listed throughout the risk assessment are still relevant. The increased chance of infection highlights the importance of adherence to control measures. Where practicable consider reviewing controls and monitoring/checks on behaviours and controls taking place.</p> <p>There is no need for primary age pupils (those in year 6 and below) to test.</p> <p><u>Schools COVID-19 operational guidance - GOV.UK (www.gov.uk)</u></p> <p><u>NHS.UK - COVID-19 Regular Rapid Coronavirus Tests (if you do not have symptoms)</u></p> <p>Staff and pupils with a positive LFD test result should self-isolate in line with the <u>GOV.UK COVID-19 Stay at home guidance for households with possible COVID-19 infection</u></p> <p>They will also need to get a free PCR test to check if they have COVID-19. Whilst awaiting the PCR result, the individual should continue to self-isolate.</p> <p><u>PCR test kits for schools and further education providers</u></p>	<p>Staff should continue to test twice weekly at home, with lateral flow device (LFD) test kits, 3-4 days apart. Government guidance states that testing remains voluntary but is strongly encouraged.</p> <p>Asymptomatic testing remains important in reducing the risk of transmission of infection within schools.</p>	Senior Leadership Team.
Getting or spreading coronavirus by not washing hands or not washing them adequately	Workers Customers Contractors	<p>Follow the HSE guidance on cleaning, hygiene and hand sanitiser</p> <p><u>HSE - Coronavirus/Cleaning/Handwashing & Using Hand Sanitiser</u></p> <p><u>HSE - Coronavirus/Cleaning/Bathrooms-toilets-washbasins</u></p> <p>- Provide water, soap and drying facilities at wash stations</p>	<p>- Put in place monitoring and supervision to make sure people are following controls</p> <p>- Put signs up to remind people to wash their hands</p>	Senior Leadership Team.

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	<p>Drivers coming to your school/centre</p> <p>Drivers going out for your school/centre</p> <p>Visitors</p>	<ul style="list-style-type: none"> - Provide information on how to wash hands properly and display posters - Based on the number of workers and the number of people who come into your workplace decide: <ul style="list-style-type: none"> ➤ how many wash stations are needed ➤ where wash stations need to be located You may already have enough facilities - Provide hand sanitiser for the occasions when people can't wash their hands - There's a legal duty to provide welfare facilities and washing facilities for visiting drivers - You should talk to managers at any sites your drivers are visiting to ensure they are provided with hand washing facilities 	<ul style="list-style-type: none"> - Provide information to your workers about when and where they need to wash their hands - Identify if and where additional hand washing facilities may be needed - If people can't wash hands, provide information about how and when to use hand sanitiser - Identify how you are going to replenish hand washing/sanitising facilities - Make sure people are checking their skin for dryness and cracking and tell them to report to you if there is a problem 	
<p>Respirable infection - Getting or spreading coronavirus in common use high traffic areas such as canteens, corridors, rest rooms, toilet facilities, entry/exit points to facilities, lifts, changing rooms and other</p>	<p>Workers</p> <p>Customers</p> <p>Visitors</p> <p>Contractors</p> <p>Drivers</p>	<p>Careful monitoring and procedures for:</p> <ul style="list-style-type: none"> ➤ areas where people will congregate, e.g. rest rooms, canteens, changing rooms, reception, meeting rooms, smoking areas, tea points, kitchens etc leave non-fire doors open to reduce the amount of contact with doors and also potentially improve workplace ventilation. In addition please note that for final fire exit doors (doors that lead to the outside world) there is no requirement to have these closed for purposes of fire precautions. ➤ areas where there are pinch points e.g. narrow corridors, doorways, customer service points, storage areas ➤ areas and equipment where people will touch the same surfaces, such as in kitchens, e.g. kettles, shared condiments etc ➤ areas and surfaces that are frequently touched but are difficult to clean 	<ul style="list-style-type: none"> - Put in place monitoring and supervision to make sure people are following controls put in place, e.g. following hygiene procedures, washing hands, following one-way systems, fire door controls - Near-miss reporting may also help identify where controls cannot be followed, or people are not doing what they should 	<p>Senior Leadership Team.</p>

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<p>communal areas, (e.g., where there are pinch points, narrow corridors, doorways, customer service points, storage areas etc.)</p>		<ul style="list-style-type: none"> ➤ communal areas where air movement may be less than in other work areas, e.g. kitchens with no opening windows or mechanical ventilation <p>Agree the combination of controls you will put in place to reduce the risks. This can include but is not limited to:</p> <ul style="list-style-type: none"> ➤ limiting the number of people in rooms e.g. stagger breaks, have maximum occupancy numbers for meeting rooms, consider meeting in bigger spaces ➤ reorganise facilities in communal areas such as spacing out tables in meeting rooms, canteens etc ➤ where possible put in place physical impervious barriers (e.g. Perspex in reception areas) to reduce contact ➤ increase the use of online meeting facilities, even for people working in the same building, to reduce the number of people moving around ➤ put in place one-way systems in corridors or regularly used pedestrian traffic routes to manage the flow of people moving around workplaces ➤ provide lockers for people to keep personal belongings in so that they aren't left in the open ➤ keep surfaces, such as kitchen sides and tables, in communal areas clear for people to sit and eat at to make cleaning easier ➤ provide washing facilities and hand sanitiser at accessible places near to where people will have contact with high traffic communal areas, e.g. sanitiser/washing facilities at the entrance/exit to canteens ➤ put signs up to remind people to wash and sanitise hands and not touch their faces ➤ put in place cleaning regimes to make sure high traffic communal areas are kept clean – consider frequency, level of cleaning and who should be doing it 	<p>Employers should be able to explain the measures they have in place to keep CEV staff safe at work. The Health and Safety Executive (HSE) has published guidance on protecting vulnerable workers, including advice for employers and employees on how to talk about reducing risks in the workplace.</p>	
<p>Getting or spreading coronavirus by not cleaning surfaces, equipment and workstations</p>	<p>Workers Customers Visitors Contractors</p>	<p>Use the guidance on cleaning and hygiene during the coronavirus outbreak</p> <p>HSE - Coronavirus/Cleaning/Handwashing & Using Hand Sanitiser</p> <p>HSE - Coronavirus/Cleaning/Bathrooms-toilets-washbasins</p>	<p>- Put in place monitoring and supervision to make sure people are following controls, i.e. are implementing the cleaning regimes implemented</p> <p>- Provide information telling people who needs to clean and when</p>	<p>Senior Leadership Team.</p>

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	<p>Drivers coming to your school/centre</p> <p>Drivers going out for your school/centre.</p>	<ul style="list-style-type: none"> - Identify surfaces that are frequently touched and by many people (often common areas), e.g. handrails, door handles, vehicle door handles (inside and outside), shared equipment etc and specify the frequency and level of cleaning and by whom - Train people how to put on and remove personal protective equipment (PPE) that is used for normal work hazards and how to keep it clean - Reduce the need for people to move around your site as far as possible. This will reduce the potential spread of any contamination through touched surfaces - Avoid sharing work equipment by allocating it on personal issue or put cleaning regimes in place to clean between each user - Identify where you can reduce the contact of people with surfaces, e.g. by leaving open doors that are not fire doors, providing contactless payment, using electronic documents rather than paperwork - Identify other areas that will need cleaning to prevent the spread of coronavirus, e.g. canteens, rest areas, welfare facilities, vehicles and specify the frequency and level of cleaning and who will do it - Identify what cleaning products are needed (e.g. surface wipes, detergents and water etc) and where they should be used, e.g. wipes in vehicles, water and detergent on work surfaces etc - Keep surfaces clear to make it easier to clean and reduce the likelihood of contaminating objects - Provide more bins and empty them more often - Provide areas for people to store personal belongings and keep personal items out of work areas - clean things like reusable boxes regularly 	<ul style="list-style-type: none"> - Provide instruction and training to people who need to clean. Include information on: <ul style="list-style-type: none"> ➤ the products they need to use ➤ precautions they need to follow ➤ the areas they need to clean - Identify how you are going to replenish cleaning products 	
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		<ul style="list-style-type: none"> - Put in place arrangements to clean if someone develops symptoms of coronavirus at work. <p>GOV.UK / Government / Publication COVID-19-Decontamination in non-healthcare Settings</p>		
<p>Mental health and wellbeing affected through isolation or anxiety about coronavirus</p> <p>Potential for Stress or Anxiety caused by fears associated with the virus, isolation, potential bereavement situations or other effects from the changes to living and working.</p>	<p>All staff and Workers- anxiety stress or other mental health issues</p>	<p>Follow guidance on stress and mental health</p> <p>GOV.UK - Extra mental health support for pupils and Teachers</p> <ul style="list-style-type: none"> - Have regular keep in touch meetings/calls with people working at home to talk about any work issues - Talk openly with workers about the possibility that they may be affected and tell them what to do to raise concerns or who to go to so they can talk things through - Involve workers in completing risk assessments so they can help identify potential problems and identify solutions - Keep workers updated on what is happening so they feel involved and reassured - Discuss the issue of fatigue with employees and make sure they take regular breaks, are encouraged to take leave, set working hours to ensure they aren't working long hours 	<p>Further advice and support</p> <ul style="list-style-type: none"> - Share information and advice with workers about mental health and wellbeing - Consider an occupational health referral if personal stress and anxiety issues are identified - Where you have an employee assistance programme encourage workers to use it to talk through supportive strategies 	<p>Senior Leadership Team.</p>
<p>Poor workplace ventilation leading to risks of coronavirus spreading</p> <p>HSE Coronavirus - Air Conditioning and Ventilation</p> <p>and</p>	<p>Workers</p> <p>Customers</p> <p>Contractors</p> <p>Poor ventilation increases how much virus could be in the</p>	<p>Natural ventilation is the best system - opening windows and doors where possible is the simplest method to improve ventilation.</p> <p>Please see COVID Advice – COVID-19 Schools Advice No. 5 – Ventilation and Air Conditioning Version 2.</p> <p>HSE Coronavirus - Air Conditioning and Ventilation</p>	<ul style="list-style-type: none"> - for air conditioning maintain air maintain air circulation systems in line with manufacturers' recommendations <p>By walking around your building and if you cannot tell easily how an area is ventilated, it may be that it is poorly ventilated.</p>	<p>Senior Leadership Team.</p>

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<p><u>CIBSE - Coronavirus COVID-19</u></p>	<p>air and the risk from aerosol transmission</p>	<ul style="list-style-type: none"> - Identify if you need additional ventilation to increase air flow in all or parts of your workplace - Fresh air is the preferred way of ventilating your workplace so opening windows and doors - If you need additional ventilation provide it, e.g. mechanical ventilation, desk fans, air movers etc - Switch heating ventilation and air conditioning (HVAC) systems to drawing in fresh air where they can be, rather than recirculating air - Although Carbon Dioxide CO2 levels are not a direct measure of exposure to COVID-19, checking levels using a CO2 monitor can help when identifying poorly ventilated areas. People exhale CO2 when they breathe out and if there is a build up it can indicate ventilation needs improving. 		
<p>Shielding - People previously considered clinically extremely vulnerable (CEV). These will not be advised to shield in the future or follow specific national guidance. <u>GOV.UK - Guidance for people previously considered clinically extremely</u></p>	<p>The government will continue to assess the situation and the risks posed by COVID-19 and, based on clinical advice, will respond accordingly to keep the most vulnerable safe.</p>	<p>As a minimum, previously CEV staff should continue to follow the same <u>guidance</u> on staying safe and preventing the spread of COVID-19. Those with a health condition should consider, alongside any advice from their clinician, if additional precautions are right for them. Guidance says for formerly CEV they should include:</p> <ul style="list-style-type: none"> ● considering whether you and those you are meeting have been vaccinated – you might want to wait until 14 days after everyone’s second dose of a COVID-19 vaccine before being in close contact with others ● considering continuing to practice social distancing if that feels right for you and your friends ● asking friends and family to take a rapid lateral flow antigen test before visiting you ● asking home visitors to wear face coverings ● avoiding crowded spaces 	<p>They should consider advice from their health professional on whether additional precautions are right for them.</p> <p>The Government recommend that all school staff and eligible pupils take up the offer of a vaccine.</p>	

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<p><u>vulnerable from COVID-19</u></p>				
<p>Children and young people, including those previously considered to be clinically extremely vulnerable (CEV).</p>	<p>According to Government guidance <u>GOV.UK Schools Operational Guidance</u> Clinical studies have shown that children and young people, including those previously considered to be clinically extremely vulnerable (CEV), are at very low risk of serious illness if they catch the virus.</p>	<p>The UK Clinical Review Panel has recommended that no children and young people under the age of 18 should be considered CEV and under-18s should be removed from the Shielded Patient List. The chief executive of the UK Health Security Agency and head of NHS Test and Trace has written to parents of these children to inform them. Children and young people previously considered CEV should attend school and should follow the same COVID-19 guidance as the rest of the population.</p>	<p>If advised to isolate or reduce their social contact by their specialist, due to the nature of their medical condition or treatment, rather than because of the pandemic, they should continue to follow the advice of their specialist.</p> <p>The Government recommend that all school staff and eligible pupils take up the offer of a vaccine.</p>	

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<p>Increased risk of infection to and from vulnerable children, SEND or children with disabilities</p> <p>Potential transmission of virus from pupils presenting complex needs or challenging behaviours (e.g. spitting and biting)</p>	<p>Staff and Pupils</p> <p>HOW</p> <p>Increased risk of infection due to either physical difficulties or behaviour issues related to children's needs</p>	<p>Whilst following all other mitigation and control measures in this risk assessment where there is a care/support plan in place then this should be reviewed and adjusted to take account of extra measures required relating to the Coronavirus and its spread.</p> <p>Consider what measures are needed to manage behaviour and/or personal protective equipment that might be needed.</p>	<p>Review relevant support/care/other plans relating to individual children.</p> <p>Carryout individual pupil risk assessment where appropriate to support Covid 19 control measures.</p>	
<p>Staff with COVID-19 symptoms and potentially spreading to staff and others.</p>	<p>Virus could spread to others from those with symptoms</p>	<p>Staff who develop symptoms of COVID-19 should stay at home and self-isolate immediately.</p> <p>The following link describes when to self-isolate and when not to self-isolate. <u>When to self-isolate and what to do - Coronavirus (COVID-19) - NHS (www.nhs.uk)</u> The NHS advice states: "How long to self-isolate If you test positive, your self-isolation period includes the day your symptoms started (or the day you had the test, if you did not have symptoms) and the next 10 full days. You may need to self-isolate for longer if you get symptoms while self-isolating or your symptoms do not go away. Read more about <u>how long to self-isolate.</u>"</p>	<p>Staff who become symptomatic should <u>self-isolate for 10 days.</u></p> <p>Please read the explanation from the link where criteria is clearly laid out.</p> <p><u>When to self-isolate and what to do - Coronavirus (COVID-19) - NHS (www.nhs.uk)</u></p>	<p>Senior Leadership Team.</p>

PART 2 – SCHOOL SETTINGS					
What are the hazards?	Who is at risk and How would they be harmed? (e.g. staff, public, contractors – trip, slip, fall, assault)	CONTROLS What is currently done to reduce / control the risk?		What further action do you need to consider to control the risks? -What more can be done to reduce risk?	Action by
<p>Teachers working from home and pupils using DSE equipment.</p> <p>Note: This may have ceased or reduced in many cases. However, where home working has been decided upon these controls etc. should still be followed.</p>	<p>Staff working from home and pupils studying from home.</p> <p>Musculoskeletal disorders as a result of using DSE at home for a long period of time</p>	<p>For Schools with access to Schools Health & Safety Team Service, refer to the Schools Hub advice sheets; “DSE Self Assessment – COVID-19 – Sheet No. 4 and Working from Home for Schools – COVID-19 CBT Advice Sheet”.</p> <p>Follow guidance on display screen equipment in the HSE Protect homeworkers page HSE - Protect home workers (Coronavirus) HSE - Coronavirus/Working Safely / Protect People</p> <p>There is no increased risk for people working at home temporarily but if this arrangement becomes long term the risks should be assessed</p> <ul style="list-style-type: none"> - For all people working at home using display screen equipment (DSE) put in place information and training on how to protect themselves, e.g. take regular breaks, stretching exercises, set the equipment up properly - For people working at home longer term complete a DSE assessment with them and identify what equipment is needed to allow them to work safely at home -Schedule or build in breaks of minimum of 5 minutes every hour for pupils studying. 		<p>Further information on how to set up a workstation for short duration home working and also what to do for long term home working can be found on HSE’s HSE - Protect home workers (Coronavirus)</p> <p>It is important to consider breaks from this work. 5 minutes every hour is better than 15 minutes every 2 hours. Consideration to how this can be scheduled in could include actual separate breaks or in lesson time outs.</p>	Senior Leadership Team.

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<p>Preparation of school and ongoing compliance checks</p>	<p>Pupils Staff</p>	<p>Premises and utilities have been health and safety checked and building is compliant (use usual compliance checklist)</p> <ul style="list-style-type: none"> • Usual premises checks • Water treatments/checks (e.g. legionella) • Fire alarm testing • Repairs • Grass cutting • Portable Appliance Testing • Fridges and freezers • Boiler/ heating servicing • Internet services • Any other statutory inspections • Insurance covers reopening arrangements <p>Moving desks to be side to side and front facing, and if possible, allow social distancing</p> <p>Posters erected about handwashing and persons with COVID symptoms not to enter the school</p> <p>Review evacuation routes and signage</p> <p>Consideration given to premises lettings and approach in place.</p>	<p>Carry out a formal / recorded full pre-opening premises inspection.</p> <p>Consider if there is space and ability to clean between lettings. Consider if lettings should be suspended at the current time.</p>	<p>Senior Leadership Team.</p>
<p>Pregnant women at any gestation <u>who are vaccinated</u></p>	<p><i>Infection of COVID-19 and resultant illness with a wide range of symptoms. The effects of this disease are still being learned about and can vary.</i></p>	<p>A pregnant worker's risk assessment must first be carried out with your employee and Occupational Health. The risk assessment process can be found in the New and Expectant Mother's briefing V10 available on The Hub.</p> <p>Where the employee prefers, they may use input and consultation to the risk assessment from their GP or other clinician they are engaged with in place of the occupational health team.</p>	<p>Consideration should also be given to requests from employees to be based at a site other than their usual workplace.</p> <p>Regularly review the risk assessment, (MINIMUM EACH TRIMESTER) and do everything</p>	<p>Headteacher</p>

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	<p>Some higher risk occupations such as those with greater public contact may carry a higher risk of exposure to the virus.</p>	<p>Discussion with the pregnant worker must take place before any physical return to the workplace.</p> <p>In the workplace ensure robust measures to mitigate risks. There must be a COVID-19 risk assessment and control measures in place for the service/team.</p> <p>Consultation on the general COVID-19 risk assessments should take place for the service/team and its arrangements.</p> <p>Risks should be removed or managed. If this cannot be done, staff should be offered suitable alternative work or working arrangements (including working from home) or be suspended on normal pay.</p>	<p>reasonably practicable to protect the worker from harm.</p> <p>Ongoing government advice and possible outbreaks of COVID will require a full review of measures and this assessment.</p> <p>The member of staff should only continue working if the risk assessment advises that it is safe to do so.</p> <p>The employer should ensure that the member of staff is able to adhere to any active national guidance on social distancing.</p>	
<p>Pregnant women at any gestation <u>who are unvaccinated or not fully vaccinated</u></p> <p>If the member of staff is pregnant and unvaccinated or not fully vaccinated, the Service should take a more</p>	<p><i>Infection of COVID-19 and resultant illness with a wide range of symptoms. The effects of this disease are still being learned about and can vary.</i></p> <p>Unvaccinated or not fully vaccinated women at any gestation have an increased risk of becoming severely ill and of pre-term birth</p>	<p>A pregnant worker's risk assessment must first be carried out with your employee and Occupational Health. The risk assessment process can be found in the New and Expectant Mother's briefing V10 available on The Hub.</p> <p>Where the employee prefers, they may use input and consultation to the risk assessment from their GP or other clinician they are engaged with in place of the occupational health team.</p> <p>Discussion with the pregnant worker must take place before any physical return to the workplace.</p> <p>The member of staff should seriously consider getting the COVID-19 vaccine and completing their vaccination schedule of 2 doses to protect themselves their baby.</p>	<p>Consideration should also be given to requests from employees to be based at a site other than their usual workplace.</p> <p>Regularly review the risk assessment, (MINIMUM EACH TRIMESTER) and do everything reasonably practicable to protect the worker from harm.</p> <p>Ongoing government advice and possible outbreaks of COVID will require a full review of measures and this assessment.</p>	<p>Headteacher</p>

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precautionary approach.	if they contract COVID-19.	<p>There must be a COVID-19 risk assessment and control measures in place for the service/team.</p> <p>Consultation on the general COVID-19 risk assessments should take place for the service/team and its arrangements.</p> <p>Risks should be removed or managed. Consideration should be given to staff for suitable alternative work or working arrangements (including working from home) or be suspended on normal pay.</p>	<p>The member of staff should only continue working if the risk assessment advises that it is safe to do so.</p> <p>The employer should ensure that the member of staff is able to adhere to any active national guidance on social distancing. The member of staff should be supported with appropriate risk mitigation arising from the workplace risk assessment.</p>	
<i>Pregnant women contracting Coronavirus, whilst using public transport.</i>	<i>Infection of COVID-19 at higher risk in an uncontrolled environment on buses and trains etc</i>	<p>Consideration/ discussion for staggered start and finish times to avoid travel at peak times and/or for employees to be based at a site other than their usual workplace to facilitate more convenient travel.</p> <p>The government expects and recommends that people wear face coverings in crowded areas and is compulsory in shops and on public transport.</p>	Consideration should also be given to requests for other arrangements to be considered.	
Moving around, evacuation and use of the building by staff or pupils that may be affected by COVID-19	<p>Staff and pupils</p> <p>HOW</p> <p>Disability might impact on how staff can move around the building or use the adjusted workplace</p>	<p>Headteachers/Managers to discuss with and consider needs of staff on how the adjustments in the school will impact on them or might pose a new or different risk to them.</p> <p>Considering whether you need to put in place any particular measures or reasonable adjustments to take account of duties under the equalities legislation. Carry out or employee needs risk assessments if appropriate.</p>	Put systems in place so people know when to notify you that they fall into one of these categories, e.g. they start chemotherapy or are pregnant	Senior Leadership Team.

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arrangements e.g., one-way systems		Please consider evacuation procedure for such staff that might be needed in an emergency.		
Staff with COVID-19 symptoms and potentially spreading to staff and others	Virus could spread to others from those with symptoms	Staff who develop symptoms of COVID-19 should stay at home and self-isolate immediately. The following link describes when to self-isolate and when not to self-isolate. When to self-isolate and what to do - Coronavirus (COVID-19) - NHS (www.nhs.uk)	If someone a staff member lives with has symptoms of COVID-19, or has tested positive for COVID-19, they may not need to self-isolate. Please read the explanation from the link where criteria is clearly laid out. When to self-isolate and what to do - Coronavirus (COVID-19) - NHS (www.nhs.uk)	Senior Leadership Team.
Potential transmission of virus from Welfare office	Welfare Staff and pupils	Staff to adhere to infection control policy. Regular medication protocols to be followed. Washing facility and sanitisers available in the welfare room. Staff to frequently wash their hands. Avoid/reduce close contact with pupils where possible. Use face mask/gloves where appropriate or close contact is unavoidable.		Senior Leadership Team.
Potential transmission of virus from office areas	All	Desks to be located 2 metres apart if possible or screens to be provided where appropriate. If appropriate, staff to be provided with their own portable keyboard and mouse for use (take with them to use at whichever desk is made available) or clean between use by different users. Clear desk policy will be robustly applied so as to enable effective cleaning		Senior Leadership Team.

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		<p>Enhanced cleaning regime - including desks every night.</p> <p>Cleaning wipes available on each desk to clean desks and equipment as needed before and after use desk and throughout day as needed</p> <p>Regular handwashing by staff and pupils or use a sanitiser if not near a wash hand basin.</p>		
Kitchen Operations controlled by the kitchen staff	Kitchen Staff	<p>School kitchens can continue to operate, but must comply with GOV.UK / Government Publications / COVID-19 for food businesses</p>	<p>Online refresher training for all staff including food hygiene for kitchen staff</p> <p>Consistent monitoring of staff absence because of covid-19 symptoms/contact to ensure prompt return to work.</p>	Senior Leadership Team.
Potential transmission of virus during lunch/play breaks / food served in the dining hall	Staff and pupils	<p>Separate entry and exits to the dining hall where possible with one way in and out. Mark out queuing arrangements.</p> <p>Pupils encouraged to dispose of their left- over food in the bins.</p> <p>Bins provided at various locations in the dining hall.</p> <p>Pupils will be supervised as normal.</p>		
Handling Deliveries	Staff required to deal with deliveries	<p>Considering methods to reduce frequency of deliveries, for example by ordering larger quantities less often.</p> <p>Local arrangements to be made whether deliveries made external to the building or to pre-allocated area as appropriate.</p> <p>Staff wiping the outer surfaces of delivery boxes before handling/relocating/sorting the delivery or leaving it to quarantine for 72 hours where possible</p>		Senior Leadership Team.

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		Wash hands after handling deliveries/packages.		
Potential transmission of virus from visitors/parents	All those that would come into contact with Visitors	<p>Parents to be encouraged to continue to observe social distancing when dropping and picking children from school.</p> <p>Where possible, only one parent to pick/drop the children.</p> <p>Parents visiting reception office to wait outside</p> <p>Parent will be allowed into the school by appointment.</p> <p>Fixed/standalone sanitisers stations will be set up at various locations including entry and exit points.</p> <p>Screens installed at reception desk.</p> <p>Staff are to regularly wash hands or use hand gel frequently i.e. on arriving at work, after handling parcels/post/books, moving from room to room.</p> <p>Reduce intake of any paper documentation from parents. Advise parents to email any documentation. Where it is unavoidable, staff to ensure wash and sanitise hands regularly.</p>	<p>Where parents wish to discuss any concerns with the teacher, this to be done outdoors where possible</p> <p>Notices displayed in Reception office reminding the parents not to send their child to school if they or anyone in the household have symptoms</p> <p>Update pre-recorded advisory message on the school phone line about the COVID-19 symptoms and isolation.</p>	Senior Leadership Team.
Potential transmission of virus from contractors attending the school site	All those that would come into contact with Contractors	<p>Contractors to be notified in advance not to attend the premises if they have symptoms</p> <p>Attendance by contractors notified to reception desk in advance</p> <p>Contractors to sign in at reception desk and declare they do not have symptoms.</p> <p>Site manager to ensure area of the work is clear before-hand. Any pupils and staff to leave that area.</p>	Staff to observe and ask any contractors to leave the building if they have symptoms	Senior Leadership Team.

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		<p>Site manager to liaise with and monitor the contractor maintaining social distancing where possible.</p> <p>Sanitisers stations will be set up at various locations including entry and exit points.</p> <p>Supervised and limited access to other parts of the building</p> <p>Regular cleaning regime of public/communal areas.</p>		
Potential Spread of virus from Reading Hub	All Library Users and Staff	<p>Staff to make use of any digital resources for pupils.</p> <p>Once operational only one class to attend the reading hub at one time</p> <p>Pupils encouraged to drop the returning items in a collection box/trolley.</p> <p>Consider returned items to be quarantined for 72 hours.</p> <p>Staff/pupils to hand sanitize their hands before and after the use of the reading hub</p>		Senior Leadership Team.
Accidents, security and other incidents:	All	<p>In an emergency, for example, an accident or fire, people do not have to stay apart if it would be unsafe.</p> <p>People involved in the provision of assistance to others should pay attention to sanitation measures immediately afterwards including washing hands.</p>		Senior Leadership Team.
Face Coverings – not wearing Face Coverings can increase the general spread or transmission of coronavirus from pupils and staff	Pupils and staff Contracting and spreading virus	<p>The Government recommend that in primary schools, face coverings could be worn by staff and adults (including visitors) when moving around in corridors and communal areas.</p> <p>Face coverings do not need to be worn when outdoors.</p> <p>Face coverings help protect the wearer and others against the spread of infection because they cover the nose and mouth, which are the main confirmed sources of transmission of COVID-19.</p>	<p>Health advice continues to be that children in primary schools should not be asked to wear face coverings.</p> <p>See Circumstances where people are not able to wear face coverings Page 8 of Schools COVID-19 operational guidance (publishing.service.gov.uk)</p>	

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Travel between schools or other travel whilst at work Travelling to and from school	All travelling staff and pupils exposed to risk of transmission whilst on public transport and dedicated school transport.	Supply teachers, peripatetic teachers and/or other temporary staff can move between schools. They should ensure they follow any school procedures and consider measures they may need to take to minimise consider risk. Government guidance states that Face coverings will be compulsory on public transport unless individuals are exempt from doing so.	Encourage greater use of walking, cycling or own car rather than public transport if possible Families using public transport should refer to the https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers	
Fire Evacuation Procedures during the COVID-19 Pandemic	All occupiers of school buildings. Evacuations require movements of large amounts of people which may compromise social distancing etc.	Generally, review procedures consider lower frequency of fire drills, zonal evacuation for drills etc. For Schools with access to Schools Health & Safety Team Service, refer to the Schools Hub advice sheets; “Fire Evacuation Procedures” – COVID-19 – Sheet No. 5	Review procedures	Senior Leadership Team.
Educational visits during the COVID-19 Pandemic	Pupils, staff and others can pass on or pick up infection	Educational day visits/overnight visits Any educational day visits must be conducted in line with relevant coronavirus (COVID-19) secure guidelines and regulations in place at that time. T Refer to Government guidance on the link below as situations might change. https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-coronavirus-covid-19-operational-guidance#educational-visits	Schools should undertake full and thorough risk assessments in relation to all educational visits to ensure they can be undertaken safely. As part of this risk assessment, schools will need to consider what control measures need to be used and follow wider advice on visiting indoor and outdoor venues. Schools should consult the health and safety guidance on educational visits when considering visits.	Senior Leadership Team.

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Extra-Curricular activity	Spread of infection in breakfast or after school club or enrichment clubs	The above applies to extra-curricular activities GOV.UK - Government Publications - Actions for Schools during the coronavirus outbreak / Schools Operational Guidance	Monitor Government guidance for latest advice on what more can be done.	Senior Leadership Team.