

Safety, Health and Environment (SHE)

GCC COVID-19 RISK ASSESSMENT PROCESS FOR SCHOOLS (FROM STEP 4)

This is an update of the GCC COVID-19 Risk Assessment to support schools and educational settings in Step 4 of the Government Roadmap from 19 July 2021*. The aim of the risk assessment is to implement protective measures in the government's operational guidance to protect your staff, pupils and community.

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



Each school/setting must consider their own situation and adapt the assessment by editing the measures where appropriate. Remove any measures that are not relevant or will not be applied in your setting and add any additional local measures that you are implementing, then complete the relevant columns.

Some people at work may have particular characteristics meaning they are at comparatively increased risk from COVID-19 (due to age, deprivation, ethnicity, pregnancy, etc.) and as employer the school must consider them in their risk assessment.

*Please note that this risk assessment may be updated before September 2021 in light of updates to government guidance.

COVID-19 Risk Assessment for The Catholic School of St Gregory the Great

Hazards	Who is at risk?	What are you already doing?	What further action may be necessary?
Person showing symptoms or positive test result	Employees Pupils Young People Families Contractors Visitors Members of the public	• Refer to GCC COVID Response Checklist and public health advice on testing, self-isolation and managing confirmed cases of COVID-19. • Regular communications that persons are not to come into school if they have symptoms, have had a positive test result or other reasons requiring them to stay at home due to the risk of them passing on COVID-19 • If anyone in the school develops COVID-19 symptoms they will be sent home immediately – this has been communicated with parents through the road map for return. • An unwell child awaiting collection will be isolated in the medical room with or without adult supervision (depending on age and needs of the child). • Staff caring for a child awaiting collection to keep a distance of 2 metres. • PPE to be worn by staff caring for the child, including: ○ a face mask worn if a distance of 2 metres cannot be maintained. ○ if contact is necessary, then gloves, an apron and a face mask should be worn ○ eye protection where there is a risk of fluids entering the eye, for example, from coughing, spitting or vomiting. • Staff to wash their hands after caring for a child with symptoms. • All areas where a person with symptoms has been to be cleaned after they have left. • If there are more than two positive tests, the school's outbreak management plan will be initiated. • School has sufficient, cleaning materials and hand washing/sanitising liquids. • Update staff, pupils, stakeholders and visitors on changes in practice – Step 4 measures. All unvaccinated individuals who have been identified as a close contact of a suspected or confirmed case of the Omicron variant of COVID-19, should take a lateral flow device (LFD) test every day for 7 days instead.	Consider reintroducing face coverings and bubbles temporarily as well as other measures on the outbreak management plan. Attendance restriction will only be recommended by the government as a last resort and will be in the order stated in our Outbreak Management Plan.

		There is no longer a legal requirement to self-isolate following a positive test although we ask that you do not enter the school site if you/your child has a positive COVID result so that we protect our school community and keep our classrooms open. Adults and children who test positive on a PCR, or LFD test, will continue to be advised to stay at home and avoid contact with other people for at least 5 full days and then continue to follow the guidance until they have received 2 negative test results on consecutive days. If a parent/carer insists on a pupil attending your school with symptoms, Headteacher may refuse the pupil if, in their reasonable judgement, it is necessary to protect other pupils and staff from possible infection with COVID-19.	
Poor Personal Hygiene	Employees Pupils Young People Families Contractors Visitors Members of the public	• COVID-19 posters/ signage displayed. • Frequent and thorough hand cleaning is regular practice and written into the roadmap to return and class timetables. • Pupils and staff to clean their hands when they arrive at school, when they return from breaks, when they change rooms and before and after eating. • Sufficient handwashing facilities are available. • Where there is no sink, hand sanitiser provided in classrooms. • Staff help is available for pupils who have trouble cleaning their hands independently (e.g. small children and pupils with complex needs). • Use resources such as “e-bug” to teach effective hand hygiene etc. • Adults and pupils are encouraged not to touch their mouth, eyes and nose. • Adults and pupils encouraged to use a tissue to cough or sneeze and use bins for tissue waste (‘catch it, bin it, kill it’). • Tissues to be provided. • Bins for tissues provided and are emptied throughout the day.	Put in place monitoring and supervision to make sure people are following any controls you have in place, including enhanced cleaning.
Spreading coronavirus from contact with surfaces, equipment	Employees Pupils Young People Families Contractors	• Reduced clutter and removing difficult to clean items to make cleaning easier. • Cleaning using standard cleaning products such as detergents and bleach, paying attention to all surfaces but especially ones that are	Monitoring for additional cleans. Provide information telling people who should clean something and when.

and workstations	Visitors Members of the public	touched frequently, such as door handles, light switches, work surfaces, remote controls and electronic devices. • Surfaces that are frequently touched and by many people in common areas to be cleaned more regularly. Cleaning caddies available in every classroom. • Doors that are not fire doors to be left open to prevent touch, contactless payment for trips/swimming/uniform/dinners. • Keep surfaces clear to make it easier to clean and reduce the likelihood of contaminating objects. • Provide more bins and empty them more often. • Toilets and communal areas to be cleaned regularly. • Sanitising spray and paper towels to be provided in classrooms for use by members of staff. • Thorough cleaning of rooms at the end of every day.	
Poorly ventilated spaces leading to risks of coronavirus spreading	Employees Pupils Young People Families Contractors Visitors Members of the public	• Ventilation and AC systems working optimally. All doors to be opened at 6.30am and remain open where weather/temperature allows for this until children have left site. • Heating used as necessary to ensure comfort levels are maintained when the building is occupied. • Keep windows open wide enough to provide some natural background ventilation and open internal doors to increase air flow. • Open windows fully when rooms are unoccupied for longer periods to purge the air (e.g. lunch times and before and after school). • Action taken to prevent occupants being exposed to draughts. For example, partially open high-level windows as oppose to low-level windows. • Use fans for good air circulation where needed. • Introduce CO2 monitors and train staff in their use to monitor ventilation. • Ensure staff meetings and insets are in rooms with suitable and sufficient ventilation. • Extra curricular clubs to be risk assessed to be either taking place outside or in groups smaller than 30 in a ventilated indoor space.	Identify any poorly ventilated spaces take steps to improve fresh air flow in these areas. Meetings to take place remotely online if required.
Increased risk of infection and complications for workers	Employees Pupils Young People Families Contractors	• 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.	Guidance on who is clinically extremely vulnerable and what further support may be available from Public Health England.

who are clinically extremely vulnerable and workers in higher- risk groups	Visitors Members of the public	- Carry out a risk assessment of pregnant workers to identify the risk and measures to be taken. - Where adjustments to the job or working from home is not possible pregnant workers will be suspended from work on paid leave. This will be in line with advice from HR.	Keep under review completed individual risk assessments for pregnant workers.
Airborne spread of COVID	Employees Pupils Young People Families Contractors Visitors Members of the public	- Although from Step 4, face coverings will no longer be advised for pupils, staff and visitors, persons choosing to wear face coverings as a precaution will not be deterred when outside the classroom. - One way systems maintained for drop offs and picks ups and slightly staggered starts to allow for stepping up procedures if this is necessary – this gives whole community opportunity to ease restrictions slowly and for us to gauge success of vaccination programme in local cases.	Following additional measures in Outbreak Management Plan such as parents/staff wearing face coverings at start/end of day if cases rise.
Returning to work after school holidays	Employees Pupils Young People Families Contractors Visitors Members of the public	- Buildings and health and safety compliance checks continue to be undertaken (e.g. fire alarm, emergency lighting, water hygiene, lifts, etc.). - Decide the tasks that need to be carried out as a priority. This will allow you to plan the order in which workers will return to your workplace and in what number. - Information and instruction for returning workers to ensure clarity on arrangements for cleaning and hygiene and ventilation. - Vaccination is a control measure against COVID so staff can be asked to confirm that they are vaccinated. This information will assist in the risk assessment for outbreak management plans. - Communicate updates with supply staff, cleaners, kitchen staff and other temporary or peripatetic staff and volunteers to follow the school's arrangements for managing and minimising risk. - Review/update policies to reflect changes brought about by updated COVID-19 requirements. - Ensure website is compliant with regards to the publishing of policies and risk assessment.	

Completed by:	C Blanch	Date	15/7/21
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Reviewed by	Date	Reason
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CBlanch	Nov 2021	Added in CO2 monitors and extra-curricular clubs decisions in light of extended period of increased risk.
C Blanch	March 2022	Government change to regulations and moving to 'living with covid' plan.