

# GISBURN ROAD PRIMARY & PRESCHOOL RISK ASSESSMENT



## PART A. ASSESSMENT DETAILS:

Area/task/activity:

### COVID-19 SECURE

Location of activity: **Whole School**

NOTE: Due to the constantly changing situation, dynamic risk assessments must be carried out.

<b>School name:</b>	Gisburn Road Community Primary School Gisburn Road Barnoldswick BB18 5LS	<b>Name of Person(s) undertaking Assessment:</b>	Mrs. Nicola Walker Mr. Jeff Snowden
		<b>Signature(s):</b>	
<b>Line Manager/ Headteacher</b>	Mrs Nicola Walker Head Teacher	<b>Date of Assessment:</b>	27.09.21
<b>Signature:</b>		<b>Planned Review Date:</b>	As official advice and guidance changes for the duration of the Covid 19 pandemic
<b>How communicated to staff:</b>	Staff Briefing	<b>Date communicated to staff:</b>	22.09.20 initially then informed by email when updated. Teachers Admin TAs Welfare - NW Cleaning-JS

## PART B1. HAZARD IDENTIFICATION AND CONTROL MEASURES:

List of significant hazards (something with the potential to cause harm)	Who might be harmed	Type of harm	Existing controls (actions already taken to control the risk - include procedure for the task/activity where these are specified)
Changes to official	Employees,	Potential spread of	<ul style="list-style-type: none"> <li>School regularly refers to official advice from the DfES, PHE, H&amp;S and HR;</li> </ul>

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COVID19 guidance and advice	pupils, visitors, contractors, parents	infectious disease	<ul style="list-style-type: none"> <li>Headteacher and Site Manager keep up to date with official COVID-19 Guidance and informs employees/school arrangements as required;</li> <li>This Risk Assessment will remain fluid and updated with any changes and emailed out again with any updates highlighted yellow.</li> <li>The School will contact the DfES Helpline (0800 046 8687) as required for support on what action to take when responding to a positive case or possible outbreak.</li> </ul>
Reducing the Risk of spreading the virus by wearing a mask.	Employees, pupils, visitors, contractors, parents	Potential spread of infectious disease,	<ul style="list-style-type: none"> <li>Should a member of your household or a close contact test positive for Covid then we ask that you should wear a mask when entering the school grounds or buildings throughout their infectious period of 10 days.</li> </ul>
Reduce the risk of the virus spreading through aerosols and effective hand washing	Employees, pupils, visitors, contractors, parents	Potential spread of infectious disease,	<ul style="list-style-type: none"> <li>See attached Hygiene and Ventilation document ( also on T-Drive - Coronavirus folder)</li> <li>Windows and doors will be opened each morning by staff, all spaces should be kept well ventilated with open windows and internal doors kept open to promote ventilation and limit use of door handles;</li> <li>The Ventilation Inspection Checklist has been completed and all issues addressed. Checklist available through Site Manager</li> </ul>
Poor uptake of COVID-19 vaccination	Staff, pupils, household members	Becoming seriously ill from the effects of coronavirus, potential to be life threatening	<ul style="list-style-type: none"> <li>All staff are strongly encouraged to participate in the national vaccination programme and to take up the offer of the COVID-19 vaccine when they are invited to do so;</li> <li>All staff who have had the COVID-19 vaccine will continue to follow all national and local COVID-19 prevention measures.</li> </ul>
Impact of reduced staffing levels on H&S roles and responsibilities and arrangements	Employees, pupils, visitors, contractors, parents	Potential spread of infectious disease, stress, or harm from accidents/incidents	<ul style="list-style-type: none"> <li>All employees have clear roles and responsibilities which are within their capabilities and are aware they can raise any concerns with their Line Manager</li> </ul>
Vulnerable & extremely vulnerable staff or pupils with pre-	Staff, pupils, household members	Becoming seriously ill from the effects of coronavirus, potential to be life threatening	<ul style="list-style-type: none"> <li>Staff who are identified as clinically extremely vulnerable through a current letter from the NHS or specialist doctor are advised to follow current government <a href="#">guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19</a>. The government will write to people if they are required to follow more restrictive formal shielding measures due to an increase in risk. Children whose Doctor has</li> </ul>

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existing health conditions			<p>recently confirmed they are clinically extremely vulnerable are advised to follow current government <a href="#">guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19</a> or the specific advice of their Doctor;</p> <ul style="list-style-type: none"> <li>• If any member of staff feels that this Risk Assessment does not meet their specific needs then they must ask Nicola to carry out an Individual Risk Assessment for themselves</li> <li>• If infection rates rise in local areas, individuals (or family members) from that area, and that area only, will be advised to shield during the period where rates remain high and therefore may be temporarily absent;</li> <li>• The Headteacher will take steps to discuss the concerns of parents of pupils with possible risk factors and provide reassurance of the measures they are putting in place to reduce the risk in school.</li> <li>• Pregnant women are categorised as ‘clinically vulnerable’ as a precautionary measure. As per the Management of Health and Safety at Work Regulations 1999 (MHSW) a <a href="#">new &amp; expectant mother risk assessment</a> and <a href="#">individual Covid-19 concerns risk assessment</a> will be completed for all pregnant staff ;</li> <li>• Staff members who are in the most at risk categories are reminded to take particular care. School will be pro-active in providing individual risk assessments for staff who are clinically vulnerable or clinically extremely vulnerable. Also, should an employee express concerns, <a href="#">an individual risk assessment</a> will be completed to assess the risks to that individual and identify ways to reduce these risk to an acceptable level including where possible the need for any reasonable adjustments such as temporarily working from home or temporary deployment to a role where it is possible to maintain social distancing. This will be done in consultation with the member of staff and will be reviewed on a regular basis or in the event of any significant changes;</li> <li>• People who live with those who have comparatively increased risk from coronavirus (COVID-19) attend the workplace as normal;</li> </ul>
Staff, pupils, visitors & household members who are	Staff, pupils, visitors, contractors, household	Potential spread of infectious disease	<ul style="list-style-type: none"> <li>• School offers testing to all staff who work within the setting</li> <li>• Staff who have received their COVID-19 vaccine(s) are encouraged to continue to participate in the Lateral Flow Device (LFD) testing programme;</li> <li>• The asymptomatic testing programme does not replace the current testing policy for</li> </ul>

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asymptomatic	members		those with symptoms. Anyone with symptoms (even if they recently had a negative LFD test result), will be advised to self-isolate immediately according to government guidelines and <a href="#">book a PCR test</a> ;
Staff, pupils & household members displaying signs of COVID-19	Staff, pupils, visitors, contractors, household members	Potential spread of infectious disease	<ul style="list-style-type: none"> <li>• Staff, parents and pupils are made aware of the <u>virus symptoms</u>;</li> <li>• Staff, other adults and pupils are instructed not to come into school if they have coronavirus (COVID-19) symptoms, They should isolate and book a PCR test;</li> <li>• Staff, other adults, or pupils showing COVID-19 symptoms are sent home and instructed to book a test to see if they have COVID-19;</li> <li>• A stock of PCR tests is kept on site for use in exceptional circumstances where it is believed there are barriers to the individual accessing a PCR test elsewhere;</li> <li>• Staff and parents have been instructed to inform school immediately of the results of a test so that an assessment can be made of the potential impact on school;</li> <li>• If someone tests negative, if they feel well and have been without a fever for 48 hours, they can stop self-isolating. They may still have another virus, such as a cold or flu, therefore it is still advisable to avoid contact with others until they recover. When caring for someone with symptoms of coronavirus (COVID-19) - PPE must be worn, a face mask must be worn if a distance of 2 metres cannot be maintained. If closer contact is necessary, then gloves and apron must also be worn. As soon as possible afterwards all PPE must be removed, double bagged and placed in isolation for 72 hours.</li> <li>• Staff who have assisted someone who has taken ill with COVID-19 symptoms and any pupils who have been in close contact with them, will wash their hands with warm, running water and soap for a minimum of 20 seconds. They do not need to go home unless they display the symptoms themselves or are advised to do so by NHS Test and Trace, the School or Local Health Protection Team;</li> <li>• If a pupil displays symptoms their parent/carer will be required to take them home. Where this is not immediately possible, the pupil will be placed in the Junior Reception area cloaks and seated on plastic chairs until they can be collected, whilst being mindful of the individual pupils' needs;</li> <li>• Additional windows will be opened in the room for increased ventilation and doors closed.</li> </ul>

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			<ul style="list-style-type: none"> <li>• If it is not possible to isolate the pupil e.g. if it causes them undue distress or they need to remain under adult observation, an assessment will be carried out to see whether it is sufficient to move them to an area which is at least 2 metres away from others;</li> <li>• If an individual (adult or child) showing COVID-19 symptoms, needs to use the toilet while waiting to go home, they will use the Adult toilet in the Junior Reception area cloaks. The toilet will then be cleaned and disinfected before being used by anyone else;</li> <li>• The area around the person with symptoms will be cleaned with a solution of screen antiviral after they have left to reduce the risk of passing the infection on to other people as per the <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a>;</li> <li>• If a risk assessment determines that there is a risk of splashing to the eyes, e.g. from coughing, spitting, or vomiting, then eye protection will also be worn by the supervising adult.</li> </ul>
Staff, pupils & household members test positive for COVID-19	Staff, pupils, visitors, contractors, household members	Potential spread of infectious disease	<ul style="list-style-type: none"> <li>• Anyone who is fully vaccinated no longer needs to automatically self-isolate for 10 days if someone they have been in close contact with tests positive. Instead, they should get a PCR test on day two and day eight of the 10 day period. People who are not fully vaccinated will still need to self-isolate for the 10 days.</li> <li>• This policy change on self-isolation applies to close contacts only. If you have COVID-19 symptoms, whether vaccinated or not, you should immediately book a PCR test and self-isolate until you get the result. If the PCR test is positive, you should keep self-isolating for the 10 day period.</li> <li>• School will follow the guidance in the latest <a href="#">PHE (Lancashire) Schools Resource Pack</a> (circulated to schools via the Schools Bulletin) which provides advice on managing positive cases and who to contact for help;</li> <li>• If someone tests positive, they are instructed to follow the ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’ self-isolating for at least 10 days from the onset of their symptoms, or from their test date if they are asymptomatic. They will only be allowed to return to school when they have been without a fever for at least 48 hours.</li> <li>• They can return to school after 10 days even if they still have a cough or loss of sense of smell/taste as these symptoms can last for several weeks after the infection has</li> </ul>

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			<p>gone;</p> <ul style="list-style-type: none"> <li>Where a staff member or pupil has tested positive after being in school ; staff who have had significant/close contact will be asked to carry out their lateral flow testing on a more regular basis for a while</li> <li>Household members of those contacts who are sent home do not need to self-isolate themselves, but are advised to take a test themselves</li> <li>If the test result is positive, they are instructed to inform school immediately, and must isolate for at least 10 days from the onset of their symptoms-In the event that a parent or guardian insists on a child attending school, the Head teacher will take the decision to refuse the child if in their reasonable judgement it is necessary to protect other pupils and staff from possible infection with coronavirus (COVID-19). Any such decision will be carefully considered in light of all the circumstances and current public health advice.</li> </ul>
Transmission of Covid-19 due to lack of consultation on safe working practices and provision of information & instruction on safe ways of working.	Staff, pupils, visitors, contractors, parents	Spread of infectious disease	<ul style="list-style-type: none"> <li>Staff are asked to Gel hands whenever leaving a room to travel around school.</li> <li>Guidance and training is provided for staff to ensure they understand, and can enforce, the new routines and support pupils in understanding them and are familiar with revised physical arrangements;</li> <li>Senior personnel, are available to offer support and advice and to monitor the current working arrangements on a daily basis;</li> <li>All new staff and volunteers are provided with a site induction and adequate information, instruction and training on local health, safety and COVID secure arrangements and their key roles and responsibilities;</li> <li>All adjustments are raised at weekly staff briefings and then emailed /texted out to staff and where applicable parents</li> <li>Signage, posters and other instructions are displayed to support implementation of COVID secure measures;</li> <li>Up to date information and guidance on how to manage the risks associated with COVID -19 are available on the Health &amp; Safety Website.</li> </ul>
Spread of Covid-19 when arriving at school	Staff, pupils, household members,	Potential spread of infectious disease Pupils stranded or	<ul style="list-style-type: none"> <li>. When any visitor enters the school buildings they will asked to follow handwashing hand sanitising guidelines and will be advised that the wearing of face masks is optional</li> <li>All staff and pupils wash their hands thoroughly with running water and hand soap for at</li> </ul>

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	visitors	missing	least 20 seconds on arrival at school
Transmission of Covid-19 through insufficient personal hygiene	Employees, pupils, visitors, contractors, parents, members of the public	Potential spread of infectious disease	<ul style="list-style-type: none"> <li>• All employees, parents and visitors are required to follow guidelines re hand sanitising (Gel/Wash) upon arrival on site. Visitors/contractors to complete the signing in procedure and then use the hand sanitiser at point of entry</li> <li>• Staff, pupils and visitors are instructed to wash/sanitise hands when they arrive at school, when they return from breaks, when they change rooms, before and after eating, after using the toilet, after touching shared resources or after touching their face, blowing their nose, sneezing, coughing;</li> <li>• All pupils are required to follow guidelines for washing of hands for 20 seconds upon arrival on site;</li> <li>• Pupil handwashing is monitored by a staff member</li> <li>• All employees and pupils wash their hands more frequently, particularly before eating and drinking, applying first aid, PE/outdoor leaning, before and after playtime and after using the toilet; All pupils to hand sanitise (Gel/wash) every time they come in from outside.</li> <li>• Pupils are reminded to avoid touching their faces with unwashed hands;</li> <li>• Everyone follows the Catch it, Bin it, Kill it guidance to catch coughs and sneezes in tissues and throw them in the bin immediately (hands to be washed immediately after disposal);</li> <li>• Tissues are readily available in the areas being used;</li> <li>• Pupils are reminded how to catch coughs and sneezes if a tissue is not readily available i.e. in the crook of the elbow rather than in the hands and then to follow the hand sanitising procedure (Gel/wash) ;</li> <li>• All key areas and surfaces are cleaned regularly during and after use;</li> <li>• Cleaning and disinfection of frequently touched objects and surfaces is carried out by T.A's and cleaning staff e.g. door and window handles, taps, desk/table tops, sports equipment, teaching &amp; learning aids, computer equipment, telephones, toys and toilet facilities. All soft furnishings and toys that are hard to clean have been removed from</li> </ul>

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			<p>classrooms and other learning environments;</p> <ul style="list-style-type: none"> <li>• Employees have been instructed on cleaning and sanitising requirements;</li> <li>• Tissues that have been used to catch coughs and sneezes can only be placed in the <b>pedal</b> operated bins</li> <li>• All areas to utilise single use paper towels for all drying requirements</li> <li>• Good housekeeping is maintained at all times;</li> <li>• Waste bins are emptied daily and the contents disposed of safely;</li> <li>• Employees having to clean bodily fluids are aware of and implement the controls outlined in the establishment's Cleaning of Bodily Fluids risk assessment;</li> </ul>
Spread of COVID-19 virus via contaminated on surfaces, in the building	Staff, pupils, visitors, contractors,	Potential spread of infectious disease	<ul style="list-style-type: none"> <li>• Wherever possible all spaces should be kept well ventilated with open windows and internal doors kept open to limit use of door handles;</li> <li>• An enhanced cleaning schedule is followed which includes;</li> <li>• More frequent cleaning of touched objects such as railings/bannisters, door and window handles, taps, desk/table tops, play equipment, toys, sports equipment, teaching &amp; learning aids, computer equipment, telephones and bathroom facilities;</li> <li>• Thorough cleaning of all occupied areas at the end of the day;</li> <li>• When cleaning, the usual products i.e. detergents and bleach will be used as these are effective at getting rid of the virus on surfaces;</li> <li>• Classroom based resources; these are cleaned regularly, along with all frequently touched surfaces;</li> <li>• For individual and very frequently used equipment, such as pencils and pens, staff and pupils are instructed to have their own items that are not shared;</li> <li>• In early years settings the use of soft toys and toys with intricate parts or that are otherwise hard to clean are not in use;</li> <li>• COSHH risk assessments are in place and followed for cleaning products and have been shared with staff as necessary;</li> <li>• PPE is provided for staff to wear during cleaning activities and must be worn as instructed e.g. gloves etc.;</li> <li>• Staff have been instructed on cleaning and sanitising requirements including the use of chemicals and cleaning materials and instructions on the use of PPE;</li> </ul>



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			<ul style="list-style-type: none"> <li>• If you use any other rooms for intervention or small group work –you will need to clean it afterwards so it’s ready for use with the next group or meeting.</li> <li>• Shared resources are cleaned frequently and meticulously and before being shared and taken home or;</li> <li>• Waste bins are emptied at least daily or more often as necessary and the contents disposed of safely;</li> <li>• School follows the procedures set out in accordance with School follows the procedures set out in the Government guidance <a href="#">Cleaning in Non-Health Care Settings</a> following a confirmed case of COVID-19 on site;</li> <li>• Contaminated or suspected contaminated waste (including the PPE worn by staff at the time) will be double bagged. Waste cleaning materials are disposed of in the usual way unless it is confirmed or suspected that they are contaminated as a result of a member of staff or pupil displaying symptoms;</li> <li>• Staff have been instructed to store personal items and clothing in areas not widely accessible during the working day e.g. in lockers.</li> </ul>
Lunchtimes/Break			<ul style="list-style-type: none"> <li>• Shared play equipment must be sanitised regularly</li> </ul>
Transmission of Covid-19 through airborne particles due to close proximity to others	Staff, pupils, visitors, contractors, household members	Potential spread of infectious disease	<ul style="list-style-type: none"> <li>• Primary school staff avoid close face to face contact and minimise time spent within 1 metre distance of anyone;</li> </ul>
Transmission of Covid-19 through airborne particles due to inadequate ventilation	Staff, pupils, visitors, contractors, household members	Potential spread of infectious disease	<ul style="list-style-type: none"> <li>• As much as possible, fresh air is increased within buildings by opening windows and doors frequently to encourage ventilation, taking account of any potential security, fire safety issues or inclement weather;</li> <li>• During winter months, as a minimum, windows will be fully opened 15 minutes before a room is fully occupied and whenever a room is unoccupied in order to purge the air;</li> <li>• Windows will be kept partially open at times of occupation.</li> <li>• The Ventilation Inspection Checklist has been completed and is attached as an appendix to this COVID Secure Risk Assessment</li> </ul>
Transmission of	Staff, pupils,	Potential spread of	<ul style="list-style-type: none"> <li>• Measures have been put in place to protect office staff when dealing with contractors,</li> </ul>

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Covid-19 staff work areas	visitors, contractors, household members	infectious disease	parents and visitors. Perspex screens have been installed in open reception areas.
Transmission of Covid-19 through airborne particles due to face-face meetings	Staff, pupils, visitors, contractors, household members	Potential spread of infectious disease	<ul style="list-style-type: none"> <li>• Meetings are held via remote working tools wherever possible;</li> <li>• Hand sanitiser is provided in designated meeting rooms where handwashing facilities are not immediately available;</li> <li>• Sanitising materials are available in designated meeting rooms to enable staff to wipe down shared equipment before and after use;</li> </ul>
Contractors and visitors to site	Employees, pupils, visitors, contractors, parents, members of the public	Potential spread of infectious disease	<ul style="list-style-type: none"> <li>• Reception staff responsibilities are established in relation to COVID-19 control measures and the communication of procedures to contractors and visitors to site;</li> <li>• All visitors will follow the Government's guidance and the school's strict hygiene and social distancing rules e.g. hand washing/sanitisation upon entry;</li> <li>• Contractors will wear appropriate PPE as determined by their employer or as determined by the school dependant on the nature of their work;</li> <li>• Contractors will keep the time spent on site to a minimum;</li> <li>• Specialists, therapists, clinicians and other support staff for pupils with SEND will provide interventions as usual;</li> </ul>
Manual Handling	Staff	Potential spread of infectious disease	<ul style="list-style-type: none"> <li>• Consideration of social distancing in 2 person manual handling.</li> </ul>
Need for Personal Protective Equipment	Employees	Potential spread of infectious disease	<ul style="list-style-type: none"> <li>• Employees are aware of the need to use the appropriate PPE when completing specific tasks e.g. cleaning;</li> <li>• Insufficient levels of PPE should be reported to the most senior member of staff;</li> <li>• Staff are aware of the need to use the appropriate PPE when completing specific tasks e.g. cleaning up after an individual with coronavirus symptoms;</li> <li>• Disposable gloves are worn during normal cleaning regimes. Disposable gloves and impermeable aprons must be worn when cleaning areas that have been occupied by someone displaying symptoms of COVID-19;</li> </ul>

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List of significant hazards (something with the potential to cause harm)	Who might be harmed	Type of harm	Existing controls (actions already taken to control the risk - include procedure for the task/activity where these are specified)
			<ul style="list-style-type: none"> <li>When caring for someone with symptoms of COVID-19 a face mask should be worn if a distance of 2 metres cannot be maintained and if contact is necessary, gloves, an apron and a face mask should be worn.</li> <li>If a risk assessment determines that there is a risk of splashing to the eyes, e.g. from coughing, spitting, or vomiting, eye protection will also be worn by the supervising adult</li> </ul>
Use of Library	Employees, pupils	Potential spread of infectious disease	<ul style="list-style-type: none"> <li>Classes that use the library must follow observed hand washing/sanitising procedures</li> <li>Wherever possible all spaces should be kept well ventilated with open windows and internal doors kept open to limit use of door handles;</li> </ul>
Shared First aid provision	Employees, pupils	Untreated injuries	<ul style="list-style-type: none"> <li>There are sufficient early years first aiders but in the event of an adult first aider not being available. SLT will take charge in an emergency situation and advice sought from the NHS by calling 111 or the emergency services for an ambulance</li> </ul>
Transmission of Covid-19 through interaction with catering staff on site	Staff, pupils, visitors, contractors, household members	Potential spread of infectious disease	<ul style="list-style-type: none"> <li>School catering staff are encouraged to participate in the school's LFD testing programme and have been provided with information on what to do if they have a positive LFD result including how to report the result</li> </ul>
Increased employee stress/anxiety	Employees	Increased levels of stress/anxiety and lower than normal levels of wellbeing	<ul style="list-style-type: none"> <li>Senior personnel, will keep in regular contact with employees to monitor the working arrangements and offer support and advice where necessary;</li> <li>Communication with employees is accommodated via a variety of methods e.g. formal and information discussions, online meetings, emails, text, phone calls.</li> </ul>

I certify that the risk assessment above fully applies to the area/task/activity under assessment in Gisburn Road Primary School and Preschool

Signed:

Name: Mrs Nicola Walker Risk Assessor

If the control measures described are not in operation and further action is required or there are further local significant hazards please record these here, transfer any actions required to the Action Plan at Part C below and sign off below. Do not sign off above if further actions are required.

PART B2. HAZARD IDENTIFICATION AND CONTROL MEASURES:			
Further significant hazards	Who might be harmed?	Type of harm	Existing controls (Actions already taken to control the risk)

I certify that the risk assessment above fully applies to the area/task/activity under assessment in Gisburn Road Primary School and Preschool

Signed:

Name: N. Walker (Headteacher).

PART C: ACTION PLAN Step 4 Further action / controls required						
Hazard	Action required	Person(s) to undertake action?	Priority	Projected time scale	Notes / comments	Date completed

<p><b>What to do if you are required to come into close contact with someone as part of your first aid duties</b></p>	<p><b>Reduce transmission risk</b> - Make sure you are familiar with and understand the steps required to keep you and others safe:  <b>Physical distancing – is close contact required or likely?</b> - Assess whether close contact is required. Where possible, stay at least 2 metres away from other people but not if this affects your response.  <b>Hand hygiene</b> - Clean your hands thoroughly with soap and water or hand sanitiser after close contact with others and after touching any surfaces in the area you are working in.  <b>PPE-</b> Where it is not possible to maintain a 2 metre distance and you are required to deliver hands on care, the following PPE is recommended:  <b>Disposable gloves/disposable plastic apron/Surgical face mask &amp;visor</b>                  If the likelihood of contamination by splashes, droplets of blood or body fluids, then use disposable eye protection (such as a face visor or goggles).                  Clean your hands thoroughly with soap and water or sanitiser before putting on and after taking off PPE.</p>	<p>All First aiders</p>				
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