

## Covid-19 Workplace Risk Assessment: Greenacre School

Completed: 01/09/2020

The government has determined that all pupils, in all year groups, will return to school full-time from the beginning of the autumn term. To support this ambition this Risk Assessment has been written in line with systems of control shared by the DfE in July 2020. These controls are set out below. This RA will remain a working document and will be reviewed and updated on a regular basis. It should also be read alongside the RAs specific to the schools in which GAS runs satellite provision.

### 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:

1. Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school.
2. Where recommended, use of face coverings in schools.
3. Clean hands thoroughly more often than usual.
4. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.
5. Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach.
6. Minimise contact between individuals and maintain social distancing wherever possible.
7. Where necessary, wear appropriate personal protective equipment (PPE).

Numbers 1 to 5 must be in place in all schools, all the time.

Number 6 must be properly considered and schools must put in place measures that suit their particular circumstances.

Number 7 applies in specific circumstances.

#### Response to any infection:

8. engage with the NHS Test and Trace process
9. manage confirmed cases of coronavirus (COVID-19) amongst the school community
10. contain any outbreak by following local health protection team advice

Numbers 7 to 10 must be followed in every case where they are relevant.

Risk Area	Hazard	Mitigation	RAG	Responsible Person	Additional Information
Pre-September Cleaning and Hygiene	<ul style="list-style-type: none"> <li>• Classrooms and office spaces have been accessed by contractors during the summer holidays</li> </ul>	<ul style="list-style-type: none"> <li>• All buildings to be deep cleaned in advance of September opening</li> <li>• OPs Manager to re-check ventilation in each room and issue guidance about the use of doors and windows during the September INSET day</li> <li>• Non-essential soft furnishings to remain out of access at the start of the year</li> <li>• Where possible, site staff to space out desks to encourage children to be front facing</li> <li>• OPs Manager to ensure the availability of soap and hot water in every toilet</li> <li>• OPs Manager to locate hand sanitiser at each school entrance</li> <li>• Site staff to ensure lidded bins are still available in every classroom and in other key locations around the school</li> <li>• Cleaning operatives to ensure all waste is double bagged</li> </ul>			
Keeping the Workplace Clean	<ul style="list-style-type: none"> <li>• The virus can be transmitted by touching contaminated surfaces</li> </ul>	<ul style="list-style-type: none"> <li>• OPs Manager to work with clearing operatives to ensure enhanced cleaning measure are maintained in line with government guidance</li> <li>• Cleaning operatives to ensure frequent cleaning of objects and surfaces that are touched regularly, including:                             <ul style="list-style-type: none"> <li>○ Door handles</li> <li>○ Keyboards</li> </ul> </li> </ul>			
Cleaning and Disinfection After a Known or Suspected Case of COVID	<ul style="list-style-type: none"> <li>• The virus may be present where a symptomatic individual has been present</li> </ul>	<ul style="list-style-type: none"> <li>• Senior staff onsite to close areas where symptomatic staff have been present pending the cleaning and disinfecting set out below</li> <li>• OPs Manager to inform cleaning and site staff where symptomatic person has passed through</li> <li>• Site staff to ensure corridors and surfaces are cleaned thoroughly, including:                             <ul style="list-style-type: none"> <li>○ Objects that are visibly contaminated with bodily fluids</li> <li>○ All potentially contaminated high-contact areas such as bathrooms, door-handles,</li> </ul> </li> </ul>			

		<p>telephones, banisters</p> <ul style="list-style-type: none"> <li>• Cleaning operatives to use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings, following one of the options below:             <ul style="list-style-type: none"> <li>○ Use either a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine; or</li> <li>○ a household detergent followed by disinfection (1000 ppm av.cl.)</li> </ul> </li> <li>• All cloths and mop heads to be disposed of as outlined below</li> <li>• OPs Manager to organise disposal of any heavily contaminated items that cannot be washed</li> <li>• All waste from possible cases and cleaning of areas where cases may have been to be put in a plastic rubbish bag and tied when full</li> <li>• All tied bags to be placed in a second bin bag and tied</li> <li>• All waste to be placed in the designated area and marked for storage until the individual's test results are known             <ul style="list-style-type: none"> <li>○ If the individual tests negative waste to be disposed of as normal</li> <li>○ If the individual tests positive the waste will be stored for at least 72 hours before it is put in the normal waste</li> </ul> </li> </ul>			
<p>Effective Infection Protection and Control</p>	<ul style="list-style-type: none"> <li>• Coronavirus can be transmitted when individuals are in close contact</li> </ul>	<p>Minimising contact</p> <ul style="list-style-type: none"> <li>• Children to be placed in extended bubbles to limit the number of potential 'contacts' during the school day</li> <li>• Staff to work within a designated bubble when possible</li> <li>• Each bubble to be limited to a specific part of the building with their own entrance and exit</li> <li>• Each bubble to be limited to a set number of staff and pupils according to the size of available space and pupil risk assessment</li> <li>• Each bubble to have a designated outside area for play</li> </ul> <p>Lunches</p> <ul style="list-style-type: none"> <li>• Lunches will be prepared in the school kitchen by catering staff</li> <li>• Lunch boxes will be left for collection outside in designated areas allocated to each bubble</li> <li>• Boxes will be sanitised and returned to the kitchen daily by the premises staff</li> <li>• Drinks and snacks will be distributed to each of the bubbles on a weekly basis</li> <li>• Where possible disposable plates and cutlery will be used</li> </ul> <p>Entering and Leaving Site</p> <ul style="list-style-type: none"> <li>• Each bubble will have its own entrance</li> <li>• Staff will sign in and out of their bubble using EntrySign</li> <li>• This will ensure an up to date evacuation list is maintained.</li> </ul> <p>Visitors and Deliveries</p> <ul style="list-style-type: none"> <li>• Visitors will only be allowed onto the school site if preplanned and considered to be essential to delivery of the curriculum</li> <li>• Under exceptional circumstances, visitors may join a meeting via one of the Trust's digital learning hubs</li> <li>• All food deliveries will be taken directly to the kitchen, with social distancing guidelines being maintained at all times</li> <li>• External organisations will not be able to use the premises during the autumn term</li> </ul> <p>Other</p> <ul style="list-style-type: none"> <li>• Staff will continue to meet 'online' when the numbers attending mean they cannot maintain 1m distancing</li> <li>• BHNFT Care Team will continue to ensure that medication is administered appropriately to those pupils on the school site and within their bubble</li> <li>• All maintenance requests to be made via email to the Main Reception</li> <li>• Only essential repairs and maintenance work to be carried out</li> <li>• Urgent requests to to be made via phone to Main Reception</li> </ul>			<p><a href="#">Coronavirus (COVID-19): implementing protective measures in education and childcare settings</a></p>
	<ul style="list-style-type: none"> <li>• Coronavirus can be transmitted if</li> </ul>	<ul style="list-style-type: none"> <li>• Signage throughout school to remind staff and pupils to wash hand thoroughly for 20 seconds</li> </ul>			<p><a href="#">Coronavirus (COVID-19): implementing protective</a></p>

	hands are not washed regularly	<p>with running water and soap or alcohol hand rub or sanitiser</p> <ul style="list-style-type: none"> <li>Teachers to supervise young children to ensure effective hand washing</li> <li>All staff to ensure good respiratory hygiene and promote the ‘catch it, bin it, kill it’ approach</li> </ul>			<a href="#">measures in education and childcare settings</a>
Personal Protective Equipment (PPE)	<ul style="list-style-type: none"> <li>Staff may come into contact with asymptomatic (or possibly symptomatic) children</li> </ul>	<ul style="list-style-type: none"> <li>Wearing a face covering or face mask in schools is recommended under specific circumstances</li> <li>Guidance is shared in a specific document relating to PPE</li> <li>In general, however, PPE is only needed in a very small number of cases including:                             <ul style="list-style-type: none"> <li>Pupils whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way</li> <li>If a child, young person or other learner becomes unwell with symptoms of coron(COVID-19) while in their setting and needs direct personal care until they can return home</li> <li>A fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained</li> <li>If contact with the pupil is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult</li> <li>If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn</li> </ul> </li> </ul>			<a href="#">Safe working in education, childcare and children’s social care settings, including the use of personal protective equipment (PPE)</a>
Continuity of Supplies	<ul style="list-style-type: none"> <li>Demand for key items may restrict supply</li> </ul>	<ul style="list-style-type: none"> <li>OPs Manager to work with finance team to ensure a continuous supply of key items including:                             <ul style="list-style-type: none"> <li>Disposable tissues</li> <li>Bin bags (for double bagging)</li> <li>PPE (masks / gloves / aprons)</li> <li>Soap and hand sanitiser</li> </ul> </li> <li>OPs Manager to work with LA to maintain supply chains and address potential unmet or urgent needs for PPE</li> </ul>			
Workforce Management	<ul style="list-style-type: none"> <li>Staff may be unable to undertake face-to face work because they:                             <ul style="list-style-type: none"> <li>Are pregnant</li> <li>Have exhibited symptoms and are awaiting test results</li> <li>Received a positive test result and are self-isolating</li> <li>Have been advised by an NHS contact tracer to isolate</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Senior leaders to complete an individual risk assessment for members of staff returning to work in September who are in the clinically vulnerable and extremely clinically vulnerable group and consider referring them to Employee Healthcare for advice in supporting that person back into the workplace</li> <li>RAs should be reviewed on a monthly basis</li> <li>Staff who are pregnant or in the above category will be allocated roles that enable them to adhere to strict social distancing</li> <li>Leaders to agree appropriate work for those unable to undertake face-to-face work with children</li> <li>Staff are reminded regularly to inform the OPs Manager if their circumstances have changed</li> <li>Staff to utilise the school’s absence management systems to report changes in status</li> <li>Leaders to work with supply agencies to identify temporary workers when required but consider how to minimise the number of supply staff where possible</li> <li>Senior leaders to ensure supply staff have a full induction and comply with any safety measures</li> </ul>			<a href="#">COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable</a>
Symptomatic Staff Members	<ul style="list-style-type: none"> <li>Staff may start to display symptoms while at work</li> </ul>	<ul style="list-style-type: none"> <li>If a member of staff develops symptoms at home such as a new continuous cough or a high temperature, the member should self-isolate and follow the staying at home guidance and book a test</li> <li>Staff who display symptoms whilst at work will be asked to go home immediately and book a test at a drive-through or walk-through test site</li> <li>Staff who are unable to travel will be quarantined as per the guidance for children until they can be collected</li> <li>Senior leaders will communicate to the Trust, the LGB, parents and other relevant members of the school community as appropriate</li> <li>If a member of staff has been in contact with somebody who develops a new continuous cough or a high temperature, the member of staff does not need to go home unless they</li> </ul>			<a href="#">COVID-19: guidance for households with possible coronavirus infection</a>  <a href="#">Get a free NHS test today to check if you have coronavirus (COVID-19) now</a>  <a href="#">Coronavirus test.</a> <a href="#">Barnsley Public Health Covid-19 Flowchart</a>

		<ul style="list-style-type: none"> <li>begin to develop symptoms themselves</li> <li>They should immediately wash their hands thoroughly for 20 seconds and continue to wash hands regularly after any contact with someone who is unwell</li> <li>The Barnsley Public Health Covid-19 flowchart should be consulted and followed</li> </ul>			
Positive Test Result - Staff	<ul style="list-style-type: none"> <li>A member of staff receives a positive test result</li> </ul>	<ul style="list-style-type: none"> <li>Senior leaders follow the Trust notification flowchart to ensure effective and timely communication with all stakeholders</li> <li>Senior leaders to follow instructions provided by the PHE Health Protection Team</li> <li>Identified staff and pupils to self-isolate for 14 days</li> <li>Staff who are not unwell to work remotely and support online learning</li> <li>The Barnsley Public Health Covid-19 flowchart should be consulted and followed</li> </ul>			<a href="#">Barnsley Public Health Covid-19 Flowchart</a>
Essential Travel	<ul style="list-style-type: none"> <li>Staff may be required to travel for work purposes</li> </ul>	<ul style="list-style-type: none"> <li>Where possible, staff should use their own vehicle</li> <li>Staff should only share a vehicle as an absolute last resort, and minibuses should be used in these circumstances to assist with social distancing guidelines. During these circumstances the following actions should be taken:                             <ul style="list-style-type: none"> <li>Use of an antiviral spray, all surfaces in the vehicles should be wiped before and after use</li> <li>Wipes should be disposed of using double bagging</li> <li>Vehicle windows should remain open during transit</li> <li>Social distancing should be maintained during all aspects of the essential travel</li> <li>Hand sanitiser should be used between visits</li> </ul> </li> </ul>			
Staff working in other Schools.	<ul style="list-style-type: none"> <li>Staff supporting IN work at other school sites</li> </ul>	<ul style="list-style-type: none"> <li>Prior to visit, staff to contact commissioning schools around expectations for PPE.</li> <li>Greenacre PPE Guidance should be followed if necessary.</li> <li>Clean hands thoroughly more often than usual.</li> <li>Minimise contact between individuals and maintain social distancing wherever possible.</li> </ul>			
Hydrotherapy Pool	<ul style="list-style-type: none"> <li>The hydrotherapy pool and changing areas may present as an infection risk</li> </ul>	<ul style="list-style-type: none"> <li>Greenacre PPE Guidance should be followed</li> <li>'Swim England- Returning To The Pool Guidance' should be followed</li> <li>The pool area and changing rooms should only be used by one class/bubble in any given session and then deep cleaned each lunchtime and evening.</li> <li>The pool will not be offered to external groups</li> <li>The pool will be used by those with a prescribed need for hydrotherapy and accompanying staff only</li> <li>The pool will not be used for general 'swim' sessions</li> </ul>			<a href="#">Swim England- Returning To The Pool Guidance</a> <a href="#">Swim England Q&amp;A</a> <a href="#">ATACP News</a> <a href="#">Providers of grassroots sport and gym/leisure facilities</a>
Staff Emotional Well-Being	<ul style="list-style-type: none"> <li>Staff may struggle with their emotional well-being</li> </ul>	<ul style="list-style-type: none"> <li>SLT to ensure regular communication with staff members via online meetings and 1:1s</li> <li>Leaders have reshared details of the school well-being service</li> <li>MindSpace is available to offer counselling as required</li> <li>A virtual well-being offer is available via the Wellspring website</li> <li>Implementation of the Greenacre School Mental Health Recovery Plan</li> </ul>			<a href="#">Every Mind Matters   One You</a>
Pupil Management	<ul style="list-style-type: none"> <li>Pupils will require different kinds of support depending on their level of vulnerability</li> </ul>	<ul style="list-style-type: none"> <li>Leaders to work with relevant professionals to identify vulnerable children and young people including those who are subject to Child Protection Plans, CIN, LAC or those with an EHCP</li> <li>Leaders to work with relevant professionals to complete a risk assessment for all pupils that are considered to be critically vulnerable</li> </ul>			<a href="#">Supporting vulnerable children and young people during the coronavirus (COVID-19) outbreak - actions for educational providers and other partners</a>
Symptomatic Pupils	<ul style="list-style-type: none"> <li>Pupils may start to display symptoms during the school day</li> </ul>	<ul style="list-style-type: none"> <li>If a child is awaiting collection, they should be moved, if possible and if appropriate, to a room where they can be isolated behind a closed door. For Lower School this will be the staffroom/Deli and for Upper School this will be the Gym.</li> <li>Ideally, a window should be opened for ventilation.</li> <li>If it is not possible to isolate them, move them to an area which is at least 2 meters away from other people</li> <li>If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible</li> <li>The bathroom should be cleaned and disinfected using standard cleaning Senior leaders will communicate the to the Trust, the LGB, parents and other relevant members of the school</li> </ul>			<a href="#">COVID-19: guidance for households with possible coronavirus infection</a> <a href="#">Barnsley Public Health Covid-19 Flowchart</a>

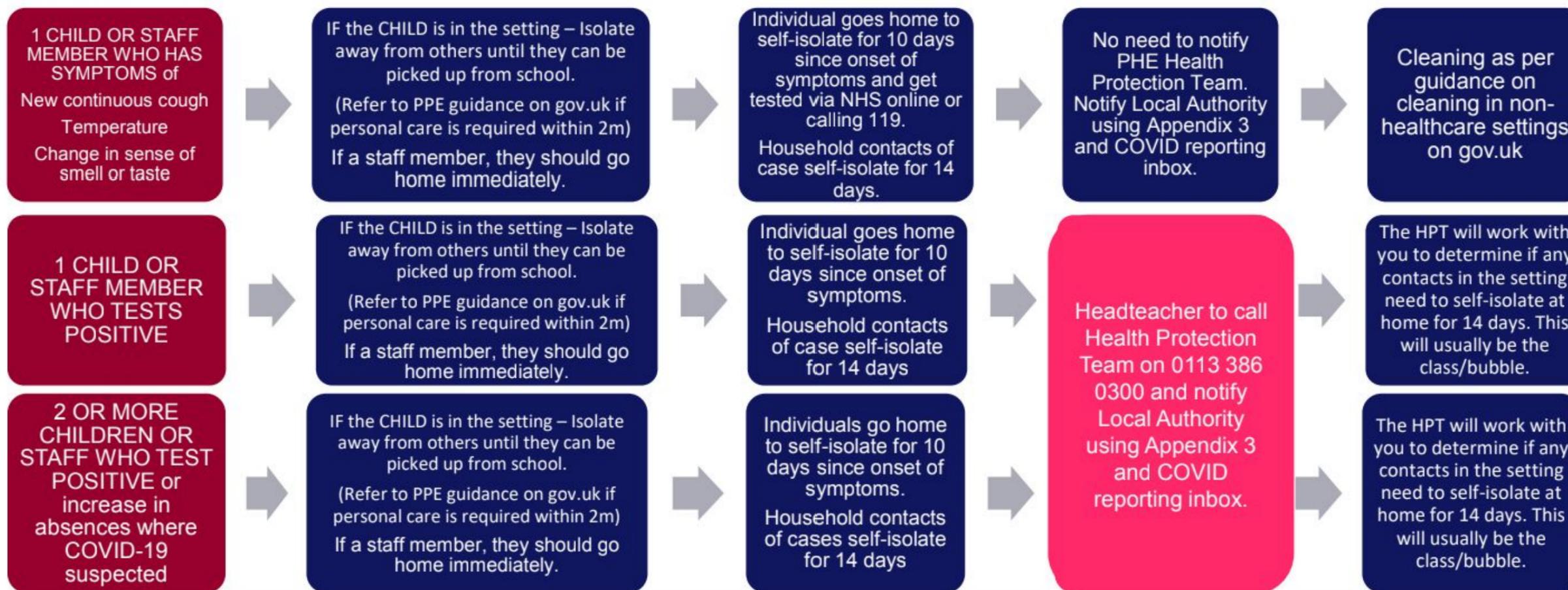
		<p>community as appropriate</p> <ul style="list-style-type: none"> <li>Once at home parents should be asked to follow the Stay at Home guidance</li> <li>Staff should be mindful of individual pupil's needs – for example it would not be appropriate for younger children to be alone without adult supervision</li> <li>The Barnsley Public Health Covid-19 flowchart should be consulted and followed</li> </ul>			
Positive Test Result - Pupils	<ul style="list-style-type: none"> <li>A pupil receives a positive test result</li> </ul>	<ul style="list-style-type: none"> <li>Senior leaders follow the Trust notification flowchart to ensure effective and timely communication with all stakeholders</li> <li>Senior leaders to follow instructions provided by the PHE Health Protection Team</li> <li>Identified staff and pupils to self-isolate for 14 days</li> <li>The pastoral team to provide advice and guidance to families where required</li> </ul>			<a href="#">Barnsley Public Health Covid-19 Flowchart</a>
Pupil Transport	<ul style="list-style-type: none"> <li>The LA is responsible for transporting with pupils</li> </ul>	<ul style="list-style-type: none"> <li>Senior leaders to liaise with the LA regarding their risk assessment for school transport</li> <li>Pupils will be asked to wash their hands with sanitiser when they exit the taxi and to wash their hands with soap and water when they enter their designated area</li> </ul>			
Pupil Welfare	<ul style="list-style-type: none"> <li>Pupils may struggle with their emotional well-being</li> </ul>	<ul style="list-style-type: none"> <li>Staff to listen to and acknowledge children's stressors</li> <li>Staff to look out for and report changes in behaviour</li> <li>Staff to plan activities and share resources such as MindEd to support well-being and resilience over time</li> <li>Staff to provide clear information about the situation using words and or explanations they can understand</li> <li>Staff to use reliable sources of information including .gov.uk and the NHS website</li> <li>Staff to be mindful of their own reactions</li> <li>Leaders to seek support from additional service if required</li> <li>The Greenacre School Mental Health Recovery Plan to be implemented.</li> </ul>			<a href="#">Pupil mental wellbeing leaflet [PDF]   Campaign Resource Centre</a>  <a href="#">Guidance for parents and carers on supporting children and young people's mental health and wellbeing during the coronavirus (COVID-19) pandemic</a>
Pupil Learning	<ul style="list-style-type: none"> <li>Many pupils have experienced significant disruption to their education during the last academic year</li> </ul>	<ul style="list-style-type: none"> <li>Leaders to embed Covid Recovery into the school development plan and relevant action plans</li> <li>Staff to implement a Recovery Curriculum for an agreed period of time</li> <li>Staff to implement normal routines as quickly as possible</li> <li>Senior Leaders to agree how to spend Covid Catch-up funding based on the best available evidence</li> <li>Leaders to develop an online learning policy to outline the offer available to pupils if they are unable to attend school but are fit and well</li> </ul>			
Communication	<ul style="list-style-type: none"> <li>Effective implementation of this risk assessment depends on all stakeholders</li> </ul>	<ul style="list-style-type: none"> <li>Leaders to share risk assessment with Trust and LGB</li> <li>Leaders to share risk assessment with the LA and Union representatives</li> <li>Leaders to share risk assessment at full staff briefing and follow-up in team meetings</li> <li>Leaders to communicate key elements to parents via letters, FAQs and phone calls home</li> <li>Staff to share relevant aspects with children via SeeSaw on the telephone and through face-to-face lessons</li> </ul>			



# What to do if you have a case of COVID-19 in your school

PHE Yorkshire and Humber

See your School Pack for more information. Guidance is available at: <https://www.gov.uk/coronavirus/education-and-childcare>



Other important control measures to reduce risk to other children and staff include: minimising contact with those who are unwell, handwashing, respiratory hygiene, cleaning, minimising mixing and contact by altering the environment and daily schedules.