



COVID-19 Risk Assessment for Leighton Park School

Risk Assessment for Leighton Park School							
Hazards	Who is at risk?	What are we already doing?	Is enough to manage the risks?	What further action is necessary?	Action by whom?	Action by when?	Done
Person showing symptoms or positive test result	Employees Students Parents Contractors Visitors Members of the public	<ul style="list-style-type: none"> • Reference to GCC COVID Response Checklist and up to date public health advice for people with COVID-19 and their contacts. • Regular communications that persons are not to come into school if they have any of the main symptoms or have had a positive test result. • If anyone develops COVID-19 symptoms, they will be sent home. • An unwell student awaiting collection will be isolated in a suitable room with or without adult supervision (depending on age and needs of the student). • Staff caring for a student awaiting collection to keep a distance of 2 metres. • PPE to be worn by staff caring for the child, including: <ul style="list-style-type: none"> ○ a face mask worn if close face to face contact is necessary. ○ if physical 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. 	Yes	Check adequate supplies of PPE	MF	10/3/22	

		<ul style="list-style-type: none"> • If there are a number of cases in the school, the threshold guidance in the school outbreak management plan will be followed for managing an outbreak. • School has sufficient supplies of PPE, face coverings, cleaning materials and hand washing/sanitising liquids. • If a parent/carer insists on a pupil attending school with COVID-19, the Head may refuse the pupil if, in their reasonable judgement, it is necessary to protect other students and staff from possible infection with COVID-19. 					
Poor Personal Hygiene	Employees Students Young People Families Contractors Visitors Members of the public	<ul style="list-style-type: none"> • Frequent and thorough hand cleaning is regular practice. • Students 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. • Cleaning wipes used as an alternative to hand washing or sanitiser. • Adults and students are encouraged not to touch their mouth, eyes and nose. • Adults and students encouraged to use a tissue to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it'). 	Yes				
Spreading coronavirus from contact with surfaces, equipment and workstations	Employees Students Young People Families Contractors Visitors Members of the public	<ul style="list-style-type: none"> • There is a cleaning schedules to ensure regular cleaning of areas and equipment. • Cleaning using standard cleaning products, paying attention to all surfaces but especially ones that are 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 twice a day. 	Yes				

		<ul style="list-style-type: none"> • Staff encouraged to keep surfaces clear to make it easier to clean and reduce the likelihood of contaminating objects. • Toilets and communal areas to be cleaned regularly. • Sanitising spray and paper towels to be provided in classrooms for use by members of staff. 					
Airborne spread of COVID	Employees Students Young People Families Contractors Visitors Members of the public	<ul style="list-style-type: none"> • Ventilation and AC systems working optimally where fitted. • Carbon dioxide monitors have been used to identify where ventilation needs to be improved. • 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. • Use fans for good air circulation. • Air conditioning systems that normally run with a recirculation mode set up to run on full outside air. • Occupants encouraged to wear additional, suitable indoor clothing. (NB: If they have to wear coats, scarves and other outdoor clothing the room would be considered too cold and the above steps must be considered). • Ensure staff rooms and meetings rooms have suitable and sufficient ventilation. • Although face coverings will no longer be advised for students, staff and visitors, persons choosing to wear face coverings as a precaution will not be deterred when outside the classroom. • Fire doors must not be propped or wedged open for ventilation purposes. 	Yes				
Increased risk of infection and complications for workers	Employees Students Young People Families	<ul style="list-style-type: none"> • Those considered to be clinically extremely vulnerable, and high or higher-risk advised to follow government guidance for people previously considered clinically extremely vulnerable from COVID-19. 					

<p>who are clinically extremely vulnerable and workers in higher- risk groups (eg new and expectant mothers)</p>	<p>Contractors Visitors Members of the public</p>	<ul style="list-style-type: none"> • Those staff with a weakened immune system advised to follow guidance for people whose immune system means they are at higher risk from COVID-19. • An appropriate person (e.g. Head or Deputy) will talk to any vulnerable staff to explain the measures being taken to ensure they are working safely. • A risk assessment will be carried out for any pregnant workers as soon as they notify in writing that they are pregnant. • Where a pregnant workers healthcare professional advises they are at increased risk (because they have underlying health condition or are not fully vaccinated) the following will be considered: <ul style="list-style-type: none"> ○ how to redeploy these staff ○ how to maximise the potential for homeworking, wherever possible. <p>Where adjustments to the work environment and role are not possible and alternative work cannot be found, they will be suspended on paid leave.</p>					
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Completed by:	Keith Eldridge	Date	10-03-22
Reviewed by	Date	Next Review	
Sarah Collis Donna Fearn	14-03-22	In line with next DfE operational update	