Safety, Health and Environment (SHE)

GCC COVID-19 RISK ASSESSMENT PROCESS FOR SCHOOLS & EDUCATIONAL SETTINGS
(Revised for full reopening in September 2020)

Assess
The risk to employees and children, visitors, vulnerable persons etc.

Plan
Prepare building; Plan timetables and lessons; Prepare staff, parents and pupils; Revise policies and procedures.

Do
Control access; Minmise contacts and implement distancing; Implement infection control measures; Plans for cases and outbreaks

Review
Check measures are effective; Monitor that measures are being implemented;

Outcome
The risk of Covid-19 infection reduced as far as practicable; Compliance with DfE guidance.

Schools completed COVID-19 risk assessments when they reopened for priority groups during the summer term and implemented protective measures recommended by DfE and PHE. Now that the Government requires schools to plan for all pupils in all year groups to return to school full-time from the beginning of the autumn term and implement a 'system of controls', the GCC COVID-19 Risk Assessment has been updated to support schools to prepare for this. The aim of the risk assessment is to implement protective measures to prevent COVID-19 or reduce the spread of the infection if there is a positive case, both in the school and transmission to the wider community.

Community and controlled schools must send their risk assessment to she@gloucestershire.gov.uk by 4th September. Any other schools that would like their risk assessments to be checked by SHE can also send them but are not required to do so.

COVID-19 Risk Assessment for reopening schools

North Cerney Church of England Primary Academy January 2021

ASSESS					
Decide appropriate control measures for managers and employees to implement under a 'Plan', 'Do', 'Review' cycle.					
*The preventative measures in this risk assessment are not mandatory but are provided as guidance on reducing the risk of transmission and comply with DfE 'system of control' requirements. 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. This format does not have to be used but your local risk assessment must be suitable and sufficient.					
Who may be at risk: Employees, pupils and young people, families (parents, carers and siblings), visitors, contractors, members of public. **Vulnerable groups:** Where schools apply the full measures in this guidance the risks to all staff will be mitigated significantly, including those who are extremely clinically vulnerable and clinically vulnerable. Some people with particular characteristics may be at comparatively increased risk from COVID-19 (due to age, deprivation, ethnicity, etc.). An individual risk assessment may be appropriate for those who are very anxious about returning to their workplace.					

PLAN		DO			REVIEW
Prepare Building, timetables and lessons, policies and procedures	**Prepare Employees, Parents and pupils and other site users**	**Control Access and Visitors**	**Minimise contacts and social distancing**	**Infection Control Measures**	**Communicate and Review Arrangements**
Buildings • Ensure that all health and safety compliance checks have been undertaken before opening (e.g. fire alarm, emergency lighting, water hygiene, etc.). • Review emergency and evacuation procedures (e.g. fire wardens, escape routes, roll-call, assembly areas, etc.). • Ventilation working (doors and windows open)	**Employees** • Involve employees in plans for opening in lockdown and listen to any suggestions on preventative measures that can be taken. • Rota for staff in school. Staff encouraged to work from home where possible	**Access** • Entry points to school controlled (including deliveries). • Access rules clearly communicated through signage on entrances. • School start times staggered so key stages arrive at different times.(one bubble	Minimising contacts and mixing between people reduces transmission of COVID-19 and the school will consider how to implement this. **'Bubbles'** • Adopt whole school bubble as part of system of control. • Keep a record of pupils and staff in	**Minimise contact with individuals who are unwell:** • Refer to PHE guidance and Action Cards for School Managers. • Anyone with COVID-19 symptoms, or who have someone in their household who does, not to attend	• Consultation with employees and trades union Safety Reps on risk assessments. • Risk assessment published on school intranet and website. • Nominated employees tasked to monitoring protection measures.

• Make provision for children who display COVID-19 symptoms/ become ill during the day to be isolated. Space should be identified (library/Office chairs) • Ensure school has sufficient supplies of PPE including cleaning materials and hand washing/sanitising liquids that meet DfE/PHE requirements. • Provide suitable and sufficient bins to support pupils and staff to follow the 'catch it, bin it, kill it' approach. • Provide sufficient tissues in all rooms. • Lunch in classrooms • Max number 1 in toilets at one time. • COVID-19 posters/ signage displayed. • Identify 'crunch points' (e.g. entrances/ exits/ children to enter and exit from different doors • Separate doors used to access the building • Doors propped open (to limit use of door handles and aid ventilation) taking account of fire safety and safeguarding • Identify rooms that can be accessed directly from outside (to avoid shared use of corridors).	• Consider personal risk factors: age, pregnancy, existing health conditions and ethnicity and where necessary conduct individual risk assessments. • Employees fully briefed about the plans and protective measures identified in the risk assessment • Regular staff briefings. • Keeping in touch with off-site workers on their working arrangements including their welfare, mental and physical health and personal security. • Regular communications that those who have coronavirus symptoms, or who have someone in their household who does, are not to attend school. • Information shared about testing available for those with symptoms.	but limit parent numbers at one time) • Protect employees in reception. (use signage to ensure distance maintained) • Shared pens removed from reception. • Hand sanitiser provided at all entrances. • Pupils, staff and visitors to remove face coverings at school and wash hands immediately on arrival. • Covered bins. • Gathering at the school gates prohibited. • Staff on duty outside school to monitor protection measures. **Visitors** • Wherever possible keep meetings on a virtual platform (e.g. 1:1 sessions with professionals, recruitment interviews, parental meetings etc.). • Essential visits only.	each bubble or close contact group. • No clubs before and after school **Minimise mixing** • No whole school collective worship or lunch in hall • Groups use the same classroom or area of a setting throughout the day. • Mixing kept to a minimum during arrival and departure. • Pupil movements around the school site is controlled to limit contact and mixing. . • Limit the number of pupils to 1 who use the toilet facilities at one time. • Allow pupils to have access to toilets at all times during the day to prevent queues developing at social times. • PE coach spends two full days at school every 2 weeks rather than	school.(shared with parents) • If anyone becomes unwell at school they will be isolated, sent home and provided with information on what to do next. • An unwell child awaiting collection, will be isolated in a suitable room with or without adult supervision (depending on age and needs of the child) Office or library. • Staff caring for a child awaiting collection to keep a distance of 2 metres. • PPE to be worn by staff caring for the child if 2 metres distance cannot be maintained. • 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. • Should staff have close hands-on contact they	• Members of staff are on duty at breaks to ensure compliance with rules. • Staff encouraged to report any non compliance. • The effectiveness of prevention measures will be monitored by school leaders. • This risk assessment will be reviewed if the risk level changes (e.g. following local/national lockdown or cases or an outbreak) and in light of updated guidance.

• Organise classrooms for maintaining space between seats and desks.
• Arrange desks seating pupils side by side and facing forwards or horseshoe.
• Unnecessary items and furniture removed to make more space.
• Arrangements with cleaners to put in place an enhanced cleaning schedule that includes frequent cleaning of rooms, shared areas that are used by different groups and frequently touched surfaces.
 	
Timetabling and lessons
• Groups should be kept apart and movement around the school site kept to a minimum to avoid creating busy entrances and exits.
• Prepare arrangements to allow remote learning to take place should a partial or full closure of the school be required, at any point in the next academic year.
 	
Policies and procedures
• Update policies to reflect changes brought about by COVID-19, including:
   o Safeguarding/child protection
	• Teachers to identify shared resources and how to prevent mixed contact (e.g. cleaning between classes for equipment use).
	• Identify and plan lessons that could take place outdoors.
	• Consider how online resources can be used to shape remote learning.
	• Plan for remote education for pupils, alongside classroom teaching in lockdown
	
	Parents/pupils
	• Only pupils of critical workers and vulnerable children in school
	• Review EHCPs required.
	• Remind pupils about the need to stay apart from others and expectations around hygiene.
	• Communicate to parents on the preventative
		• Site guidance on physical distancing and hygiene is explained to visitors on or before arrival.
		• Where possible visits arranged outside of school hours.
		• A record kept of all visitors to assist NHS Test and Trace, including:
		  o the name;
		  o a contact phone number;
		  o date of visit;
		  o arrival and departure time;
		  o the name of the assigned staff member.
		• Should a visit be necessary a risk assessment will be completed prior to visit.
		• Ask contractors to sign to confirm that they have had no symptoms in the last 14 days.
			1 day with another school.
			
			Distancing
			• Staff to keep 2 metres from other adults as much as possible.
			• Where possible staff to maintain distance from their pupils, staying at the front of the class.
			• Staff to avoid close face to face contact and minimise time spent within 1 metre of anyone.
			• Supply teachers, peripatetic teachers and/or other temporary staff (Sports Coach) to minimise contact and maintain as much distance as possible from other staff.
			• The occupancy of staff rooms and offices limited.
			• Use of staff rooms to be minimised.
			• Staff in shared space to avoid working facing each other (office staff to work at
				should monitor themselves for symptoms of possible COVID-19 over the following 14 days.
				
				Hand washing
				• Frequent hand washing encouraged for adults and pupils (following guidance on hand cleaning).
				• Sufficient handwashing facilities are available.
				• Hand sanitiser provided in classrooms.
				• Pupils to clean their hands when they arrive at school, when they return from breaks and before and after eating.
				• Staff help is available for pupils who have trouble cleaning their hands independently
				• "e-bug" to teach effective hand hygiene etc.
				
				Respiratory hygiene
				• Adults and pupils are encouraged

- Behaviour - Curriculum - NQTs - Special educational needs - Visitors to school - Ensure website is compliant with regards to the publishing of policies. - Establish a visitors' protocol so that parents, contactors, professionals working with individual children are clear about the infection control measures that you have in place. - Governing boards and school leaders to have regard to staff (including the headteacher) work-life balance and wellbeing. Information shared about the extra mental health support for pupils and teachers is available. **Response to any infection** - Leadership understands the NHS Test and Trace process and how to contact their local Public Health England health protection team. - Plan how to inform staff members and parents/ carers that they will need to be ready and willing to - book a test if they are displaying symptoms;	measures being taken. - Post the risk assessment on school website. - Parents and pupils informed about the process that has been agreed for drop off and collection. - Ensure parents have a point of contact for reassurance as to the plans put in place.(admin or head) - Limit the equipment pupils bring into school each day to essentials -lunch boxes, hats, coats, books and water bottles - Bags are allowed. - All pupils provided with personal equipment (pens, pencils, rulers etc.) to avoid shared use in class. - Parents informed only one parent to accompany child to school. - Parents and pupils encouraged to walk or cycle where possible.		home as much as possible) - Limit to a minimum time spent in office by TA and teachers in the morning if admin is working - Use a simple 'no touching' approach for young children to understand the need to maintain distance. - Older children to be encouraged to keep their distance. **Minimising contact** - Doors propped open, where safe to do so to limit use of door handles. Ensure closed when premises unoccupied. - Taking books and other shared resources home limited, although unnecessary sharing avoided. - Staff and pupils to have their own individual and very frequently used equipment, such as pencils and pens.	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.. - Measures to be taken when singing in small groups such as in music lessons include: - physical distancing; - outside wherever possible; - limiting group sizes within bubble.; - positioning pupils back-to-back or side-to-side; - avoiding sharing of instruments; - ensuring good ventilation. **Cleaning**	

- inform the school immediately of the results of a test; - provide details of anyone they have been in close contact with; - self-isolate if necessary.	- Drop-off and collection times planned and communicated to parents.(Drop off 08:30am) (Collect 3:00pm) - Parents to wear masks to drop off and collect - Made clear to parents that they cannot gather at entrance gates or doors. - Encourage parents to phone school and make telephone appointments if they wish to discuss their child (avoid face to face meetings). - Communications to parents (and young people) includes advice on transport. **Governors** **All governor meetings to be held virtually** **Others** - Communication with contractors and suppliers that will need to prepare to support plans for full		**PE and School Sport** - Pupils kept in classes during PE and sport. - Sports equipment thoroughly cleaned between each use. - Contact sports avoided until guidance changes. - Outdoor sports should be prioritised where possible - Large indoor spaces used where it is not. (school hall) - Swimming delayed until later in the academic year as allowed . - Sporting activities delivered by external coaches, will go ahead in line with guidance. **Educational Visits and journeys** - None during lockdown.	- Sanitising spray and paper towels to be provided in classrooms for use by members of staff. - Thorough cleaning of rooms at the end of the day. - Shared materials and surfaces to be cleaned frequently (e.g. toys, books, desks, chairs, doors, sinks, toilets, light switches, handrails, etc.). - Resources (e.g. sports, art and science equipment) to be cleaned frequently and meticulously and always between classes - Outdoor equipment appropriately cleaned frequently. - Toilets to be cleaned regularly. - Staff providing close hands-on contact with pupils need to increase their level of self-protection, such as minimising close contact and having more frequent hand-washing and	

				other hygiene measures, and regular cleaning of surfaces.	
	opening (e.g. cleaning, catering, food supplies, hygiene suppliers). • Assurances that caterers comply with the guidance for food businesses on COVID-19. • Discussion with caterers to agree arrangements for lunches. • Liaison with transport providers to confirm protective measures during journeys. • Communication with regular visitors • Limit visitors by exception (e.g. for priority contractors, emergencies etc.). **Lettings and non-school users** • The school premises will not be let to other groups.			**PPE** The majority of staff in education settings will not require PPE beyond what they would normally need for their work. PPE is only needed in a very small number of cases, including: • where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at schools, and only then if a distance of 2 metres cannot be maintained **First Aid** • Check if qualifications run out. Consider enrolling more staff on training. • Employees providing first aid to pupils will not be expected to maintain 2 metres distance. The following measures will be adopted: • washing hands or using hand	

					sanitiser, before and after treating injured person; • wear gloves or cover hands when dealing with open wounds; • if CPR is required on an adult, attempt compression only CPR and early defibrillation until the ambulance arrives; • if CPR is required on a child, use a resuscitation face shield if available to perform mouth-to-mouth ventilation in asphyxial arrest. • dispose of all waste safely.	
	• https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools • https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak • https://www.gov.uk/guidance/maintaining-records-of-staff-customers-and-visitors-to-support-nhs-test-and-trace						