

Safety, Health and Environment (SHE)

GCC COVID-19 RISK ASSESSMENT PROCESS FOR SCHOOLS & EDUCATIONAL SETTINGS

(Revised for full reopening in September 2020)



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 September 2020

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 <ul style="list-style-type: none"> 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 <ul style="list-style-type: none"> Involve employees in plans to return to school and listen to any suggestions on preventative measures that can be taken. Consider personal risk factors: age, pregnancy, existing health conditions and ethnicity and 	Access <ul style="list-style-type: none"> 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' <ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> 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.

<ul style="list-style-type: none"> • 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 separate classrooms (in term 1 as packed lunches provided) • Max number in 1 toilets at one time. • COVID-19 posters/ signage displayed. • Identify 'crunch points' (e.g. entrances/ exits/ children to enter and exit from different doors) • Can separate doors be used for in and out of the building (to avoid crossing paths). • Identify doors that can be propped open (to limit use of door handles and aid ventilation) taking account of fire safety and 	<p>where necessary conduct individual risk assessments.</p> <ul style="list-style-type: none"> • Employees fully briefed about the plans and protective measures identified in the risk assessment (including Inset briefing). • 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. • Teachers to identify shared resources and how to prevent mixed 	<p>but limit parent numbers at one time)</p> <ul style="list-style-type: none"> • 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. <p>Visitors</p> <ul style="list-style-type: none"> • Wherever possible keep meetings on a virtual platform (e.g. 1:1 sessions with professionals, recruitment interviews, parental meetings etc.). • Parents/carers and visitors coming 	<p>each bubble, lesson or close contact group.</p> <ul style="list-style-type: none"> • School breakfast and after-school clubs keep to the bubbles used during the school day <p>Minimise mixing</p> <ul style="list-style-type: none"> • Classes are to be kept apart from each other inside school (no whole school collective worship or lunch in hall) • Groups use the same classroom or area of a setting throughout the day. • Mixing between bubbles kept to a minimum during arrival and departure. • Pupil movements around the school site, either in groups or individuals is controlled to limit contact and mixing. • Pupils in hall for is limited to single key stage. • Large gatherings such as assemblies or 	<p>school.(shared with parents)</p> <ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • 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.
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<p>safeguarding. Seek advice from SHE if necessary.</p> <ul style="list-style-type: none"> Identify rooms that can be accessed directly from outside (to avoid shared use of corridors). Organise classrooms for maintaining space between seats and desks. Arrange desks seating pupils side by side and facing forwards. Remove unnecessary items and furniture to make more space. Make 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. <p>Timetabling and lessons</p> <ul style="list-style-type: none"> 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. 	<p>contact (e.g. cleaning between classes for equipment use).</p> <ul style="list-style-type: none"> 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 case of a lockdown or pupils having to isolate. <p>Parents/pupils</p> <ul style="list-style-type: none"> Review EHCPs required. Educate pupils before they return about the need to stay apart from others and expectations around hygiene. (Revisit daily ppt) Communicate to parents on the preventative measures being taken. Post the risk assessment on school website. 	<p>onto the site without an appointment is not to be permitted.</p> <ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> the name; a contact phone number; date of visit; arrival and departure time; the name of the assigned staff member. 	<p>collective worship with more than one group to be avoided. (class worship at shared agreed time)</p> <ul style="list-style-type: none"> Limiting 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 whole day at school rather than 2 half days with another school. <p>Distancing</p> <ul style="list-style-type: none"> 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 	<p>should monitor themselves for symptoms of possible COVID-19 over the following 14 days.</p> <p>Hand washing</p> <ul style="list-style-type: none"> 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, when they change rooms 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. <p>Respiratory hygiene</p>	
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<p>Policies and procedures</p> <ul style="list-style-type: none"> Update policies to reflect changes brought about by COVID-19, including: <ul style="list-style-type: none"> Safeguarding/child protection 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. <p>Response to any infection</p> <ul style="list-style-type: none"> Leadership understands the NHS Test and Trace process and how to contact their local Public Health England health protection team. 	<ul style="list-style-type: none"> 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 calculators etc.) to ensure no shared use in class. Parents informed only one parent to accompany child to school. Parents and pupils encouraged to walk or cycle where possible. Staggered drop-off and collection times planned and communicated to 		<p>spent within 1 metre of anyone.</p> <ul style="list-style-type: none"> 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 spaces (e.g. office) to avoid working facing each other. Limit to a minimum time spent in office by TA and teachers in the morning while 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 within bubbles. <p>Minimising contact</p>	<ul style="list-style-type: none"> 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. Singing should not take place in larger groups such as school choirs or school assemblies. Measures to be taken when singing in small groups such as in music lessons include: <ul style="list-style-type: none"> physical distancing; outside wherever possible; limiting group sizes to no more than 15; positioning pupils back-to-back or side-to-side; 	
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<ul style="list-style-type: none"> Plan how to inform staff members and parents/carers that they will need to be ready and willing to <ul style="list-style-type: none"> book a test if they are displaying symptoms; 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. 	<p>parents.(KS2 by 8:30 KS1 by 8:45 pick up 3:00KS1 3:05 KS2)</p> <ul style="list-style-type: none"> 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 (to avoid face to face meetings). Communications to parents (and young people) includes advice on transport. <p>Governors</p> <ul style="list-style-type: none"> All governor meetings to be held virtually <p>Others</p> <ul style="list-style-type: none"> Communication with contractors and suppliers that will need to support plans for full opening (e.g. cleaning, catering, food supplies, hygiene suppliers). Assurances that caterers comply 		<ul style="list-style-type: none"> 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. <p>PE and School Sport</p> <ul style="list-style-type: none"> 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 (athletics and cricket planned for T1 rather than gymnastics and dance) 	<ul style="list-style-type: none"> avoiding sharing of instruments; ensuring good ventilation. <p>Cleaning</p> <ul style="list-style-type: none"> 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 	
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	<p>with the guidance for food businesses on COVID-19.</p> <ul style="list-style-type: none"> • Discussion with caterers to agree arrangements (Packed lunch in places) • 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.). <p>Lettings and non-school users</p> <ul style="list-style-type: none"> • The school premises will not be let to other groups. 		<ul style="list-style-type: none"> • Large indoor spaces used where it is not. (school hall or village hall) • Swimming delayed until later in the academic year as allowed • . • Sporting activities delivered by external coaches, clubs and organisations will go ahead in line with guidance. <p>Educational Visits and journeys</p> <ul style="list-style-type: none"> • From the autumn term, non-overnight educational visits only. • Risk assessments of visits and journeys to be undertaken by visit leaders. • No overnight and overseas visits until government guidance changes. • Pupils grouped together on transport in the same classes that are adopted within school. 	<p>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.</p> <p>PPE</p> <p>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:</p> <ul style="list-style-type: none"> • 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 <p>First Aid</p> <ul style="list-style-type: none"> • Check if qualifications run out. Consider enrolling more staff on training. • Employees providing first aid to pupils will not be 	
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<ul style="list-style-type: none"> • 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 					

