

## Safety, Health and Environment (SHE)

### GCC COVID-19 RISK ASSESSMENT PROCESS FOR REOPENING SCHOOLS (FROM 8 MARCH 2021)



This is an update of the GCC COVID-19 Risk Assessment to support the return of schools and educational settings from 8 March 2021. The aim of the risk assessment is to implement protective measures in government's operational guidance to minimise the risk of transmission COVID-19 in schools.

This update is to reflect the changes in the operational guidance to help schools review and where necessary update their risk assessment. Any changes to the previous version have been highlighted.

## COVID-19 Risk Assessment for Schools & Educational Settings

### 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/PHE '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, pregnancy, etc.). An individual risk assessment may be appropriate. Staff and pupils who are clinically extremely vulnerable are advised to shield by staying at home.

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
<b>Buildings</b> <ul style="list-style-type: none"> <li>All health and safety compliance checks continue to be undertaken (e.g. fire alarm, emergency lighting, water hygiene, etc.).</li> <li>Reviewed emergency and evacuation procedures (e.g. fire wardens, escape routes, roll-call, assembly areas, etc.).</li> </ul>	<b>Employees</b> <ul style="list-style-type: none"> <li>Employees involved in plans and listen to any suggestions on preventative measures that can be taken.</li> <li>Personal risk factors considered: age, pregnancy, existing health conditions and ethnicity and where necessary</li> </ul>	<b>Access</b> <ul style="list-style-type: none"> <li>Entry points to school controlled (including deliveries).</li> <li>Building access rules clearly communicated through signage on entrances.</li> <li>School start times staggered.</li> </ul>	Minimising contacts and mixing between people reduces transmission of COVID-19 and the school will consider how to implement this.  <b>'Bubbles'</b> <ul style="list-style-type: none"> <li>Very small schools unable to prevent mixing to adopt whole school bubbles as part of</li> </ul>	<b>Minimise contact with individuals who are unwell:</b> <ul style="list-style-type: none"> <li>Refer to PHE guidance.</li> <li>Anyone with COVID-19 symptoms, or who have someone in their household who does, not to attend school.</li> <li>If anyone becomes unwell at school they will be isolated, sent</li> </ul>	<ul style="list-style-type: none"> <li>Consultation with employees and trades union Safety Reps on risk assessments.</li> <li>Risk assessment published on website.</li> </ul>

<ul style="list-style-type: none"> <li>• Provision made for children who display COVID-19 symptoms/ become ill during the day to be isolated. (Library/Office)</li> <li>• School has sufficient supplies of PPE, face coverings, cleaning materials and hand washing/sanitising liquids that meet DfE/PHE requirements.</li> <li>• Sufficient bins to support pupils and staff to follow the 'catch it, bin it, kill it' approach.</li> <li>• Sufficient tissues in all rooms.</li> <li>• Whole School bubble no zoning required.</li> <li>• Evaluated capacity of rooms and shared areas.</li> <li>• Door signs mounted to identify max number in room/toilets at one time.</li> <li>• COVID-19 posters/signage displayed.</li> </ul>	<ul style="list-style-type: none"> <li>• conduct individual risk assessments.</li> <li>• Employees fully briefed about the plans and protective measures identified in the risk assessment.</li> <li>• Regular staff briefings.</li> <li>• Keeping in touch with off-site workers on their working arrangements including their welfare, mental and physical health and personal security.</li> <li>• Regular communications that those who have coronavirus symptoms, or who have someone in their household who does, are not to attend school.</li> <li>• Where there are appropriate</li> </ul>	<ul style="list-style-type: none"> <li>• Signs to remind parents to avoid congregating, social distancing rules etc.</li> <li>• Staff on duty to monitor pupil and parent behaviour before and after school.</li> <li>• Shared pens removed from reception.</li> <li>• Hand sanitiser provided at all entrances.</li> </ul> <p><b>Visitors</b></p> <ul style="list-style-type: none"> <li>• Meetings on a virtual platform where possible.</li> <li>• Parents/carers and visitors coming onto the site without an appointment is not permitted.</li> <li>• Supply staff and other temporary or peripatetic staff follow the</li> </ul>	<p>our system of control.</p> <ul style="list-style-type: none"> <li>• Keep a record of pupils and staff in the bubble.</li> <li>• School before and after-school clubs to keep to the bubble.</li> </ul> <p><b>Minimise mixing (pupils)</b></p> <ul style="list-style-type: none"> <li>• Whatever the size of the bubble, they are to be kept apart from other groups where possible.</li> <li>• Groups use the same classroom or area of a setting throughout the day.</li> <li>• The number of pupils in shared spaces (e.g. halls, dining areas and internal and external sports facilities) for</li> </ul>	<p>home and provided with information on what to do next.</p> <ul style="list-style-type: none"> <li>• An unwell child awaiting collection will be isolated in a suitable room with adult supervision</li> <li>• Staff caring for a child awaiting collection to keep a distance of 2 metres.</li> <li>• PPE to be worn by staff caring for the child, including: <ul style="list-style-type: none"> <li>○ a face mask worn if a distance of 2 metres cannot be maintained.</li> <li>○ if contact is necessary, then gloves, an apron and a face mask should be worn</li> <li>○ eye protection where there is a risk of fluids entering the eye, for example, from coughing, spitting or vomiting.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Nominated employees tasked to monitoring protection measures.</li> <li>• Members of staff are on duty at breaks to ensure compliance with rules.</li> <li>• Staff encouraged to report any non compliance.</li> <li>• The effectiveness of prevention measures will be monitored by school leaders.</li> <li>• This risk assessment will be reviewed if the risk</li> </ul>
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<ul style="list-style-type: none"> <li>• Signage outside school In areas where queues may form.</li> <li>• Separate doors be used to access the building.</li> <li>• Doors propped open (to limit use of door handles and aid ventilation) taking account of fire safety and safeguarding. Seek advice from SHE if necessary.</li> <li>• Classrooms organised for maintaining space between seats and desks.</li> <li>• Desks arranged for seating pupils side by side and facing forwards.</li> <li>• Removed unnecessary items and furniture to make more space.</li> <li>• Enhanced cleaning schedule that includes frequent cleaning of rooms, shared areas</li> </ul>	<p>sources of guidance (e.g. CLEAPSS, afPE, CILIP, etc.) Heads of Departments/ teachers should refer to curriculum specific guidance.</p> <ul style="list-style-type: none"> <li>• Heads of Departments/ teachers to identify shared resources and how to prevent mixed contact (e.g. cleaning between bubbles or rotas for equipment use).</li> <li>• Identify and plan lessons that could take place outdoors.</li> </ul> <p><b>Parents/pupils</b></p> <ul style="list-style-type: none"> <li>• Review EHCPs where required.</li> <li>• Communicate to parents on the preventative measures being taken.</li> <li>• Post the risk assessment or</li> </ul>	<p>schools arrangements for managing and minimising risk.</p> <ul style="list-style-type: none"> <li>• Volunteers limited and only used if essential for educational activities.</li> <li>• Site guidance on physical distancing and hygiene is explained to all visitors on or before arrival.</li> <li>• Where possible visits (e.g. service contractors) arranged outside of school hours.</li> <li>• A record kept of all visitors to assist NHS Test and Trace, including: <ul style="list-style-type: none"> <li>○ the name;</li> </ul> </li> </ul>	<p>lunch and exercise is limited.</p> <ul style="list-style-type: none"> <li>• Large gatherings such as assemblies or collective worship with more than one group to be avoided.</li> <li>• Limit the number of pupils who use the toilet facilities at one time.</li> <li>• Allow pupils to have access to toilets at all times during the day to prevent queues developing at social times.</li> </ul> <p><b>Minimising mixing (staff)</b></p> <ul style="list-style-type: none"> <li>• Supply teachers, peripatetic teachers and/or other temporary staff to minimise contact and maintain as much distance as possible from</li> </ul>	<ul style="list-style-type: none"> <li>• Staff to wash their hands after caring for a child with symptoms.</li> <li>• All areas where a person with symptoms to be cleaned after they have left.</li> <li>• Should staff have close hands-on contact they should monitor themselves for symptoms of possible COVID-19 over the following 14 days.</li> </ul> <p><b>Hand washing</b></p> <ul style="list-style-type: none"> <li>• Frequent hand washing encouraged for adults and pupils (following guidance on hand cleaning).</li> <li>• Sufficient handwashing facilities are available.</li> <li>• Where there is no sink, hand sanitiser provided in classrooms.</li> </ul>	<p>level changes (e.g. following local/national lockdown or cases or an outbreak) and in light of updated guidance.</p>
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<p>and frequently touched surfaces.</p> <p><b>Timetabling and lessons</b></p> <ul style="list-style-type: none"> <li>Staggered start and finish times to keep groups apart as they arrive and leave school.</li> </ul> <p><b>Policies and procedures</b></p> <ul style="list-style-type: none"> <li>Policies updated to reflect changes brought about by COVID-19, including: <ul style="list-style-type: none"> <li>Safeguarding/child protection</li> <li>Behaviour</li> <li>Curriculum</li> <li>NQTs</li> <li>Special educational needs</li> <li>Visitors to school</li> </ul> </li> <li>Website is compliant with regards to the publishing of policies.</li> <li>Visitors' protocol in place so that parents, contactors, professionals working with individual children are clear</li> </ul>	<p>details of measures on school website.</p> <ul style="list-style-type: none"> <li>Parents and pupils informed about the process that has been agreed for drop off and collection.</li> <li>Parents have a point of contact for reassurance as to the plans put in place.</li> <li>Limit the equipment pupils bring into school each day to essentials such as lunch boxes, hats, coats, books, stationery and mobile phones.</li> <li>Bags are allowed.</li> <li>Personal equipment (pens, pencils, rulers calculators etc.) not shared use in class.</li> <li>Parents informed only one parent to accompany child to school.</li> </ul>	<ul style="list-style-type: none"> <li>a contact phone number;</li> <li>date of visit;</li> <li>arrival and departure time;</li> <li>the name of the assigned staff member.</li> </ul> <ul style="list-style-type: none"> <li>NHS COVID-19 QR Poster displayed for visitors to check in using the NHS Covid Test and Trace App.</li> </ul>	<p>pupils and other staff.</p> <ul style="list-style-type: none"> <li>Arrangements to avoid sharing staffroom and equipment.</li> <li>The occupancy of staff rooms and offices limited.</li> <li>Use of staff rooms to be minimised.</li> <li>Furniture in offices, staffrooms where staff may work or meet together allows spacing of 2 metres apart.</li> <li>Staff sharing rooms do not work facing each other.</li> <li>Facemasks to be used in shared area by staff.</li> </ul> <p><b>Distancing</b></p> <ul style="list-style-type: none"> <li>Staff to keep 2 metres from other adults as much as possible.</li> </ul>	<ul style="list-style-type: none"> <li>Pupils to clean their hands when they arrive at school, when they return from breaks, and before and after eating.</li> <li>Staff help is available for pupils who have trouble cleaning their hands independently (e.g. small children and pupils with complex needs).</li> <li>Using resources to teach effective hand hygiene etc.</li> </ul> <p><b>Respiratory hygiene</b></p> <ul style="list-style-type: none"> <li>Adults and pupils are encouraged not to touch their mouth, eyes and nose.</li> <li>Adults and pupils encouraged to use a tissue to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it')</li> </ul>	
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<p>about the infection control measures that you have in place.</p> <ul style="list-style-type: none"> <li>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.</li> </ul> <p><b>Response to any infection</b></p> <ul style="list-style-type: none"> <li>Leadership understands the NHS Test and Trace process and how to contact their local Public Health England health protection team.</li> <li>Inform staff members and parents/ carers that they will need to be ready and willing to</li> </ul>	<ul style="list-style-type: none"> <li>Parents and pupils encouraged to walk or cycle where possible.</li> <li>Staggered drop-off and collection times planned and communicated to parents.</li> <li>Made clear to parents that they cannot gather at entrance gates or doors and reminders about social distancing.</li> <li>Parents encouraged to phone school and make telephone appointments if they wish to discuss their child (to avoid face to face meetings).</li> </ul> <p><b>Others</b></p> <ul style="list-style-type: none"> <li>Communication with contractors and suppliers that will need to prepare to support</li> </ul>		<ul style="list-style-type: none"> <li>Where possible staff to maintain distance from their pupils, staying at the front of the class.</li> <li>Staff to avoid close face to face contact and minimise time spent within 1 metre of anyone.</li> <li>Use a simple 'no touching' approach for young children to understand the need to maintain distance.</li> <li>Older children to be encouraged to keep their distance within bubbles.</li> </ul> <p><b>Minimising contact</b></p> <ul style="list-style-type: none"> <li>Doors are propped open, where safe to do so to limit use of door handles and</li> </ul>	<ul style="list-style-type: none"> <li>Tissues to be provided.</li> <li>Bins for tissues provided and are emptied throughout the day.</li> </ul> <p><b>Ventilation</b></p> <ul style="list-style-type: none"> <li>Heating used as necessary to ensure comfort levels are maintained when the building is occupied.</li> <li>Keep windows open a little (not wide open) to provide some natural background ventilation and open internal doors to increase air flow.</li> <li>Open windows fully when rooms are unoccupied for longer periods to purge the air (e.g. lunch times and before and after school).</li> <li>Action taken to prevent occupants</li> </ul>	
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<ul style="list-style-type: none"> <li>○ book a test if they are displaying symptoms;</li> <li>○ inform the school immediately of the results of a test;</li> <li>○ provide details of anyone they have been in close contact with;</li> <li>○ self-isolate if necessary.</li> </ul>	<p>plans for full opening (e.g. cleaning, catering, food supplies, hygiene suppliers).</p> <ul style="list-style-type: none"> <li>● Caterers comply with the guidance for food businesses on COVID-19.</li> <li>● No other lettings at this stage.</li> </ul>		<p>closed when premises unoccupied.</p> <ul style="list-style-type: none"> <li>● Taking books and other shared resources home limited.</li> <li>● Staff and pupils to have their own individual and very frequently used equipment, such as pencils and pens.</li> </ul> <p><b>PE and School Sport</b></p> <ul style="list-style-type: none"> <li>● Sports equipment thoroughly cleaned between each use.</li> <li>● Outdoor sports should be prioritised where possible.</li> <li>● Large indoor spaces used where it is not.</li> <li>● Adequate ventilation through opening windows and doors.</li> </ul>	<p>being exposed to draughts. For example, partially open high-level windows as oppose to low-level windows, close external doors and arrange the furniture if appropriate and possible.</p> <ul style="list-style-type: none"> <li>● Occupants encouraged to wear additional, suitable indoor clothing. (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).</li> </ul> <p><b>Music</b></p> <ul style="list-style-type: none"> <li>● Singing, wind and brass playing should not take place in larger groups such as school choirs and ensembles, or school assemblies.</li> </ul>	
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			<ul style="list-style-type: none"> <li>• Sporting activities delivered by external coaches, clubs and organisations will only go ahead if they can satisfy the above requirements.</li> <li>• Staff fully aware of COVID-19 guidance issued by the relevant sports governing bodies for team sports and the required actions for each sport.</li> <li>• Competition between different schools not to take place until wider grassroots sport for under 18s is permitted.</li> </ul> <p><b>Educational Visits and journeys</b></p> <ul style="list-style-type: none"> <li>• No educational visits to take place during at this stage.</li> </ul>	<ul style="list-style-type: none"> <li>• Measures to be taken when playing instruments or singing in small groups such as in music lessons include: <ul style="list-style-type: none"> <li>○ physical distancing;</li> <li>○ limiting group sizes;</li> <li>○ positioning pupils back-to-back or side-to-side;</li> <li>○ avoiding sharing of instruments;</li> <li>○ ensuring good ventilation.</li> </ul> </li> <li>• No performances with an audience.</li> </ul> <p><b>Cleaning</b></p> <ul style="list-style-type: none"> <li>• Sanitising spray and paper towels to be provided in classrooms for use by members of staff.</li> <li>• Thorough cleaning of rooms at the end of the day.</li> <li>• Shared materials and surfaces to be</li> </ul>	
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				<p>cleaned frequently (e.g. toys, books, desks, chairs, doors, sinks, toilets, light switches, handrails, etc.).</p> <ul style="list-style-type: none"> <li>• Resources that are shared (e.g. sports, art and science equipment) to be cleaned frequently and meticulously.</li> <li>• Outdoor equipment appropriately cleaned frequently.</li> <li>• Toilets to be cleaned regularly.</li> <li>• 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.</li> </ul> <p><b>PPE</b></p>	
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				<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"> <li>• 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.</li> <li>• where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used.</li> </ul> <p>PPE for protection against COVID-19 will include:</p>	
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				<ul style="list-style-type: none"> <li>• fluid-resistant surgical face masks (Type IIR);</li> <li>• disposable gloves;</li> <li>• disposable plastic aprons;</li> <li>• eye protection (for example a face visor or goggles).</li> </ul> <p><b>Face coverings</b></p> <ul style="list-style-type: none"> <li>• Face coverings to be worn by staff or visitors (unless exempt), outside classrooms and when moving around the premises.</li> <li>• Staff and visitors will be expected to provide their own face covering.</li> <li>• A supply of face coverings will be available for anybody that does not have one due to having forgotten it or it has become soiled or unsafe.</li> </ul>	
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				<ul style="list-style-type: none"> <li>• Cleaning of hands before and after removing or putting on face covering.</li> <li>• Face visors or shields only used after assessing the specific situation in addition to a face covering and not to be worn as an alternative to face coverings.</li> </ul> <p><b>First Aid</b></p> <ul style="list-style-type: none"> <li>• Qualifications up to date.</li> <li>• Employees providing first aid to pupils will not be expected to maintain 2 metres distance. The following measures will be adopted: <ul style="list-style-type: none"> <li>○ washing hands or using hand sanitiser, before and after treating injured person;</li> <li>○ wear gloves or cover hands when dealing</li> </ul> </li> </ul>	
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				<p>with open wounds;</p> <ul style="list-style-type: none"> <li>○ if CPR is required on an adult, attempt compression only CPR and early defibrillation until the ambulance arrives;</li> <li>○ if CPR is required on a child, use a resuscitation face shield if available to perform mouth-to-mouth ventilation in asphyxial arrest.</li> <li>○ dispose of all waste safely.</li> </ul>	
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