

Safety, Health and Environment (SHE)

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

(Revised and amended for full reopening in March 2021 (22/3/21))



Schools completed COVID-19 risk assessments when they reopened for priority groups during termlet 3 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 8th March 2021 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.

COVID-19 Risk Assessment for reopening schools

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"> • Fire alarm serviced 11.5.20. • Weekly fire alarm test completed. • Legionella testing completed 11.5.20. • Legionella preventative steps taken. • Emergency lighting tested. • Recap of evacuation procedure to be completed 8.3.21. • Head teacher office identified as safe space for children/ adults displaying COVID symptoms. Procedure 	Employees <ul style="list-style-type: none"> • Staff to participate in an INSET Day, on 22nd February that discusses the plans for fully re-opening school. • Return to school plans shared with staff w/c 01/03/21 via email. • Consider personal risk factors: age, pregnancy, existing health conditions and ethnicity and where necessary conduct individual 	Access <ul style="list-style-type: none"> • Entry points to school controlled (including deliveries). • Building access rules clearly communicated through signage on entrances. • School start times staggered so bubbles arrive at different times. • Floor markings outside school to indicate distancing rules (if queuing 	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"> • Key Stage bubbles will be kept together in separate 'bubbles' throughout the day and will not mix with other groups. • At lunchtimes-Key Stage bubbles to 	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 school. • If anyone becomes unwell at school they will be isolated, sent home 	<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. • Members of staff are on duty at breaks to ensure compliance with

<p>reviewed 8.3..21.</p> <ul style="list-style-type: none"> • School has sufficient supplies of PPE including cleaning materials and hand washing/sanitising liquids that meet DfE/PHE requirements. • Lidded bins in every classroom to support pupils and staff to follow the 'catch it, bin it, kill it' approach. • Sufficient tissues in all rooms. • Children to remain in Key Stage bubbles throughout the day, in line with provision for vulnerable and key worker children during termlet 3 and part of termlet 4. • Assemblies to take place in Key Stage bubbles. • Lunch to be staggered in Key Stage bubbles.. • Staff to clean hard surfaces and door handles during lunchtime. • Playground split into different zones for break times. • COVID-19 posters/ signage displayed. • Keep left arrows displayed in corridors. • Separate entrances in place for KS1 and KS2. • KS1 and Rec use same entrance gate at staggered times and different entrances into 	<p>risk assessments.</p> <ul style="list-style-type: none"> • Employees fully briefed about the plans and protective measures identified in the risk assessment at staff INSET 1.9.20. • Weekly staff briefings regarding safety to be included in staff meetings. • Regular communications that those who have coronavirus symptoms, or who have someone in their household who does, are not to attend school, will be shared in newsletters with parents and at staff briefings. • Information shared about testing available for those with symptoms... <p>Parents/pupils</p> <ul style="list-style-type: none"> • EHCPs to be reviewed in line with review cycle. • Children to be reminded about preventative measures in first day back to school. 	<p>during peak times).</p> <ul style="list-style-type: none"> • Screen already in place to protect employees in reception. • Shared pens removed from reception. • Hand sanitiser provided at all entrances. • Pupils, staff and visitors to wash hands immediately on arrival. • 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 onto the site without an appointment is not to be permitted. • Site guidance on physical distancing and hygiene is 	<p>have their lunch together. .</p> <ul style="list-style-type: none"> • Daily registers will make a note of children and adults in each bubble, daily. • School breakfast club to open the w/c 22nd March 2021, and to keep to the Key Stage bubbles used during the school day where possible. <p>Minimise mixing</p> <ul style="list-style-type: none"> • Key Stage bubbles use the same classroom or area of a setting throughout the day. • Mixing between bubbles kept to a minimum during arrival, lunchtime, breaks and departure. • Pupil movements around the school site, either in groups or individuals is controlled to limit contact and mixing. • Bubbles will stay within a specific "zone" of the site to minimise mixing. • Large gatherings 	<p>and provided with information on what to do next.</p> <ul style="list-style-type: none"> • 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). • Staff caring 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 should monitor themselves for symptoms of possible COVID-19 over the following 10 days. <p>Hand washing</p> <ul style="list-style-type: none"> • Frequent hand 	<p>rules.</p> <ul style="list-style-type: none"> • 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>classrooms.</p> <ul style="list-style-type: none"> • Internal doors to be propped open to reduce need to touch handles. • Shared use of corridor limited due to staggered break times. • Classrooms organised to allow maximum space possible between desks. • Seating arranged to allow pupils to sit side by side and facing forwards in KS2 classrooms. Tables in EYFS and KS1 classrooms organised to maximise the learning opportunities (small grouped tables, where necessary-22.3.21) • Unnecessary items and furniture removed from classrooms to make more space. • Cleaners to use additional hours to clean for longer after school during Term 4 • .Staff to clean tables, frequently touched surfaces and handles during lunchtime. <p>Timetabling and lessons</p> <ul style="list-style-type: none"> • Staggered start and finish times in order to keep key stage bubbles apart as they arrive and leave school. • Staggered break times and lunch times to avoid mixing and time for 	<ul style="list-style-type: none"> • Parents sent a letter via email the week commencing the 1st March 2021, outlining preventative measures in place in school. • Risk assessment and copy of letter to parents posted on school website. • Parents and pupils informed about the process that has been agreed for drop off and collection in letter 26.03.21. • Also published on school website. • Parents informed to contact Head teacher or SBM with any concerns. • Pupils informed of equipment that they are allowed to bring into school- water bottle, lunchbox, coat, hat, book bag. • All pupils provided with personal equipment (pens, pencils, rulers calculators etc.) to ensure no shared use in class. • Parents have been informed that only 	<p>explained to visitors on or before arrival.</p> <ul style="list-style-type: none"> • 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>such as assemblies or collective worship with more than one bubble to be avoided.</p> <ul style="list-style-type: none"> • Separate spaces for each bubble clearly indicated. • Multiple groups do not use outdoor equipment simultaneously. • Limiting the number of pupils 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. • The same teacher(s) and other staff are assigned to each bubble and, as far as possible, these stay the same but some members of staff will cross bubbles but will social distance.. • Staff that move between classes and year groups, to keep their distance from pupils and 	<p>washing encouraged for adults and pupils (following guidance on hand cleaning).</p> <ul style="list-style-type: none"> • Sufficient handwashing facilities are available. • Where there is no sink, hand sanitiser provided in classrooms. • Skin friendly skin cleaning wipes used as an alternative to hand washing or sanitiser. • 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.g. small children and pupils with complex needs). • Use resources such as “e-bug” to teach effective hand hygiene etc. 	
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<p>cleaning surfaces in the dining hall between groups.</p> <ul style="list-style-type: none"> • Key Stage bubbles will be kept apart and movement around the school site kept to a minimum to avoid creating busy corridors, entrances and exits. <p>Policies and procedures</p> <ul style="list-style-type: none"> • Ensure website is compliant with regards to the publishing of policies. • Visitor's protocol established 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. • Staff and parents have 	<p>one parent to accompany child to school and to be wearing a mask at drop-off, ideally.</p> <ul style="list-style-type: none"> • Parents and pupils encouraged to walk or cycle where possible. • Staggered drop-off and collection times planned and communicated to parents. • It has been made clear to parents that they cannot gather at entrance gates or doors. • Parents encouraged to make telephone appointments if they wish to discuss their child (to avoid face to face meetings). <p>Others</p> <ul style="list-style-type: none"> • Contractors and suppliers contacted and ready to service school from full reopening from 8.3.21. • Details of caterers compliance with COVID-19 measures shared with SBM. • Limit visitors by 		<p>other staff.</p> <p>Distancing</p> <ul style="list-style-type: none"> • Staff to keep 2 metres from other adults as much as possible. • Staff to wear masks in communal areas or when they enter a new bubble area. • 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 to minimise contact and maintain as much distance as possible from other staff. • The occupancy of staff rooms and offices limited to Key Stage bubbles. • Use of staff rooms to be minimised. • Staff in shared spaces (e.g. office) 	<p>Respiratory hygiene</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, wind and brass playing should not take place in larger groups such as school choirs and ensembles, or school assemblies. • Measures to be taken when playing instruments or singing in small groups such as in music lessons include: <ul style="list-style-type: none"> ○ physical distancing; ○ playing outside wherever possible; ○ limiting group sizes to no 	
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<p>been informed via emailed letter on 26.03.21 that they will need to be ready and willing to</p> <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. ○ Staff to test themselves twice a week and report a positive test to SLT (non-mandatory) 	<p>exception (e.g. for priority contractors, emergencies etc.).</p>		<p>to avoid working facing each other.</p> <ul style="list-style-type: none"> ● 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"> ● Doors propped open, where safe to do so to limit use of door handles. Ensure closed when premises unoccupied. ● Reading books and diaries to be the only resource to be taken home and the parents are clear on the importance of quarantining at home. Books will be quarantined in school. ● 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"> ○ more than 15; ○ positioning pupils back-to-back or side-to-side; ○ 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 that are shared between bubbles (e.g. sports, art and science equipment) to be cleaned frequently and meticulously and always between bubbles. 	
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			<p>overseas visits until government guidance changes.</p> <ul style="list-style-type: none"> • Pupils grouped together on transport in the same bubbles that are adopted within school where possible. • Journey's planned with to allow distancing within vehicles (this may mean large vehicles or more are used). • The use of face coverings for children over the age of 11, if they are likely to come into very close contact with people outside of their bubble. • Use of hand sanitiser upon boarding and/or disembarking • Cleaning of vehicles between each journey. 	<p>maintained</p> <ul style="list-style-type: none"> • 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. <p>First Aid</p> <ul style="list-style-type: none"> • 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 	
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				shield if available to perform mouth-to-mouth ventilation in asphyxial arrest. <ul style="list-style-type: none"> • dispose of all waste safely. 	
<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 					

Amended and updated last

March 22nd 2021