



Safety, Health and Environment (SHE)

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



School employers are required to assess the risks associated with COVID-19 and implement preventative measures outlined in Government guidance. This risk assessment will supplement any existing risk assessments in educational settings.

This is not a generic risk assessment that just applies to every setting. It is important that Headteachers/managers go through and adapt the risk assessment for their own school or early years setting.

It is strongly recommended that you involve employees in the risk assessment process. Once complete share the findings and provide any instruction needed to implement measures. Local monitoring must also follow to ensure measures are implemented and controlling the risks.

COVID-19 Risk Assessment for Schools and other 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. 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.

Who may be at risk: Employees, pupils and young people, families (parents, carers and siblings), visitors, contractors, members of public.
Vulnerable groups – this risk assessment considers vulnerable groups which the NHS lists as 'people at high risk (clinically extremely vulnerable)'; and 'people at moderate risk (clinically vulnerable)'. An individual risk assessment may be appropriate for vulnerable employees plus BAME and those who are very anxious about returning to their workplace.

PLAN		DO			REVIEW
Prepare Building	Prepare Employees and Parents and pupils	Control Access	Implementing Social Distancing	Implement Infection Control Measures	Communicate and Review Arrangements
<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, lifts, etc.). COVID-19 posters/signage displayed (packs provided by GCC). Modify school reception/ early years entrance to maintain social distancing (e.g. provide screens or floor markings). 	<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. Vulnerable employees and pupils ('clinically vulnerable' to coronavirus) identified and told not to attend school if shielding. Consider personal risk factors: age, obesity, pregnancy, existing health conditions and ethnicity. 	<p>Entry points to school controlled (including deliveries). Gates locked and with a number to ring admin if closed to prevent all visitors coming on to site.</p> <ul style="list-style-type: none"> Building access rules clearly communicated through signage on entrances. Parents' drop-off and pick-up protocols to minimise contact. 	<ul style="list-style-type: none"> Safe distancing or 2 metres is a preventative measure that will be adopted so far as is reasonably practicable, but it is acknowledged that this is not always possible in schools. However, all the measures in this assessment are aimed at reducing transmission risk. Reduced class sizes. Class groups kept together throughout the day and do not mix with other groups. Staff do not mix 	<ul style="list-style-type: none"> Sufficient handwashing facilities are available. Where warm water is not available, children MUST use the sinks in the toilets Where there is no sink, hand sanitiser provided in classrooms - checked by cleaning comp Frequent hand washing encouraged for adults and pupils (following guidance on hand cleaning). 	<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. Employees encourage to report any non compliance. The effectiveness of prevention

<p>See separate Phased Re-opening Plans. No parents onsite. 2 metre distant markers outside entrances</p> <ul style="list-style-type: none"> • Consider one-way system if possible for circulation around the building. • Put down floor markings along the middle of two-way corridors/stairs to keep groups apart and 'keep left' signs. • In areas where queues may form, put down floor markings to indicate distancing. • 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 safeguarding. Seek advice from SHE if necessary. 	<ul style="list-style-type: none"> • All staff must disclose to HT in confidence any Risk Factor • Where necessary individual risk assessments for employees and pupils at special risk (take account of medical advice).GD Individual RA need to be completed for individual at risk children ASAP. • Review EHCPs where required. • Regular communications that those who have coronavirus symptoms, or who have someone in their household who does, are not to attend school. • Admin staff to continue to call families that we feel benefit families who are not sending pupils in school • Information shared about testing available for those with symptoms. • Remote education is continuing as 	<ul style="list-style-type: none"> • School start times staggered so class groups arrive at different times. • Floor markings outside school to indicate distancing rules (if queuing during peak times). • Screens installed to protect employees in reception will need to be kept shut at all times • Hand sanitiser provided at all entrances. • Visitors do not sign in with the same pen or touch screen devices in reception (touch screens to be installed shortly) • Staff on duty outside school to monitor protection measures. 	<p>Groups do not mix to play sports or games together. Equipment MUST be sanitised afterwards, therefore equipment must be limited</p> <ul style="list-style-type: none"> • The number of pupils in shared spaces (e.g. halls, dining areas and internal and external sports facilities) for lunch and exercise is limited to specific group(s). • Lunch is eaten outside as much as possible, otherwise it will be eaten at their desks • Assemblies not held or staggered. • Separate spaces for each group clearly indicated in shared spaces (e.g. barriers or floor markings).This will not include outside areas. Outside play equipment is not be used • Take out service only during lunch with pupils eating outside (weather permitting). • Limiting the number of pupils who use the toilet facilities at one time. • Groups use the same classroom or area of a setting throughout the day. 	<ul style="list-style-type: none"> • Hands cleaned on arrival at school, before and after eating, and after sneezing or coughing. • Young pupils encouraged to learn and practise good hygiene habits through games, songs and repetition. • Staff help is available for pupils who have trouble cleaning their hands independently. • Adults and pupils are encouraged not to touch their mouth, eyes and nose. • Be vigilant to babies or pupils putting items in their mouths etc. and make sure these are dealt with immediately. • Adults and pupils encouraged to use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it') 	<p>measures will be monitored by school leaders.</p> <ul style="list-style-type: none"> • This risk assessment will be reviewed if the risk level changes and/or in light of updated guidance.
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<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. All Desks can remain in the classroom, but each child should stay at that desk for their time in school ie they do not move during the day or week. • Inspect classrooms and remove unnecessary items. Remove soft furnishings, soft toys and toys that are hard to clean. • In toilets middle cubicle/ sink/ urinal of 3 to be taken out of use. • Put up laminated picture signs in toilets and classrooms in front of sinks showing handwashing. Timetable supervised handwashing where there is hot 	<p>much as possible to limit numbers attending school. This work is planned and delivered by teachers on A Wednesday</p> <ul style="list-style-type: none"> • Learning packs for the harder to reach families may also be prepared and packaged in plastic wallets • Assess how many employees are needed in school and identify those that can remain working from home. • Employees shielding at home manage online work, whilst those in school only teach. • Returning to school will be for groups on a priority basis (early years settings - 3 and 4 year olds followed by younger age groups); or (Primary schools - nursery, reception, year 1 and year 6); or (Secondary - years 10 and 12 students). 		<ul style="list-style-type: none"> • Seating plans to ensure pupils sit at the same desk. • Desks should be spaced as far apart as possible. • The same teacher(s) and other staff are assigned to each group and, as far as possible, these stay the same. • Teachers will need to take their group out for staggered playtime. Toilet breaks for staff where someone can watch the group from a distance. • Members of staff come to the classroom rather than groups of pupils circulate to different parts of the building/site. • Subject teachers in smaller option subjects (e.g. practical subjects) collect small numbers coming out of main curriculum on a rota. • Rooms accessed directly from outside where possible. • The occupancy of staff rooms and offices limited. • Fresh air is the healthiest option and hugely reduces the chance of contraction, therefore outdoor learning/breaks/walks/etc 	<ul style="list-style-type: none"> • Bins for tissues provided and are emptied throughout the day. This will be the responsibility of staff working with their groups. Gloves must be worn at all times when handling waste. • Spaces well ventilated using natural ventilation (opening windows) or ventilation units. • Doors propped open, where safe to do so to limit use of door handles. Ensure closed when premises unoccupied. • Sanitising spray and paper towels to be provided in classrooms for use by members of staff. • Sanitising wipes will be used to clean laptops and tablets regularly and after individual use • Thorough cleaning of rooms at the end of the day. 	
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<p>water Otherwise use hand gel</p> <ul style="list-style-type: none"> • Position clocks with second hand or timers near sinks to teach pupils to wash for 20 seconds. • Make arrangements with cleaners for additional cleaning and agree additional hours to allow for this. • A COVID-19 message to display on screens when locked. • Swimming pools and sports centres remain closed (pending changes in government restrictions). • Outdoor tennis courts may open in a way compliant with social distancing restrictions. Specific risk assessment is required to determine preventative measures. • Staff to use their same equipment and not share pens 	<ul style="list-style-type: none"> • If shortage of teachers, allocate teaching assistants to lead a group, working under the direction of a teacher. • Reviewing timetables to decide which lessons or activities will be delivered on what days. • Smaller class groups identified (split in half, with no more than 15 pupils per small group to one teacher and, if needed, a teaching assistant). • For early years' settings, the employees to child ratios within Early Years Foundation Stage (EYFS) will determine groups of pupils. • Identify and plan lessons that could take place outdoors. • Use the timetable to reduce movement around the school or building. 		<p>as much as possible, weather permitting</p> <ul style="list-style-type: none"> • Radios provided and/or encouraging use of phones to communicate between different parts of school. • Members of staff are on duty at breaks to ensure compliance with rules. • Members of staff take their own group for break. • Close contact with children will need to be avoided eg hearing children read, and working alongside them to evaluate and correct their work. Work may have to be less challenging and more consolidating of concepts, in order to avoid the need for intervention • NEU guidance states that books should not be marked by the teacher. Work is handed out using disposable gloves • E-Books can be used to safely share reading with groups of children as long as they are sanitised immediately afterwards 	<ul style="list-style-type: none"> • Shared materials and surfaces cleaned and disinfected frequently (e.g. toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, etc.). • Toys and play equipment appropriately cleaned between groups of pupils using it, and not shared with multiple groups. • Equipment used in practical lessons cleaned thoroughly between groups. • Outdoor equipment not used; or • Outdoor equipment appropriately cleaned between groups of pupils; • Multiple groups do not use outdoor equipment simultaneously. • Limit shared resources being taken home. • Avoid sharing books and other materials. • Kindles / tablets / laptops to be 	
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<p>e.t.c. Especially if there is a need for signing in.</p> <ul style="list-style-type: none"> • Photocopier to be disinfected after each use and telephone if used by various people. Handwipes 	<ul style="list-style-type: none"> • Planning break times (including lunch), so that all pupils are not moving around the school at the same time. • Communicate to parents on the preventative measures being taken (e.g. post risk assessment on school website). • Parents informed only one parent to accompany child to school. We will monitor whether this is a family / household member. If we find it is not, BS will discuss their situation directly with them, and take necessary action if possible. • Parents and pupils encouraged to walk or cycle where possible. • Pupils will not be allowed to walk to school • Staggered drop-off and collection times planned and communicated to parents. 			<p>labelled for individual use of pupils</p> <ul style="list-style-type: none"> • No books or work handed in on paper. Use electronic submission or if paper put in quarantine (e.g. for 3 days). • Procedures should someone become unwell whilst attending school - Blakeney to use the Den, Pillowell to use Music Room, Walmore Hill BS officestaff room • Any space where a child / adult has been placed to being unwell must be quarantined immediately after use. The cleaning company must also be informed immediately, and when their staff arrive on site. • Staff providing close hands-on contact with pupils need to increase their level of self-protection, such as minimising close contact and having 	
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	<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). • Discourage parents and pupils from bringing in toys and other play items from home. If they are, they will be confiscated and parents informed • Drink bottles and Lunchbox only. • Suncream to be applied before and hats from home. • Communications to parents (and young people) includes advice on transport. • Daily briefing to pupils on school rules and measures with reminders before leaving rooms. • Review behaviour policies to consider 			<p>more frequent hand-washing and other hygiene measures, and regular clea(ning of surfaces.</p> <ul style="list-style-type: none"> • PPE provided when administering first aid. <p>NOTE: Wearing a face covering or face mask in schools or other education settings is not recommended by PHE.</p> <p>The majority of employees in education settings will not require PPE beyond what they would normally need for their work (determined by existing risk assessment), even if they are not always able to maintain a distance of 2 metres from others. PPE is only needed in a very small number of cases including:</p> <ul style="list-style-type: none"> • pupils whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive 	
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	<p>how pupils not following distancing rules will be managed.</p> <ul style="list-style-type: none"> • Employees fully briefed about the plans and protective measures identified in the risk assessment. • Regular (daily) staff briefings – by email as we will be keeping to the 2m guidance • Keeping in touch with off-site workers on their working arrangements including their welfare, mental and physical health and personal security. • Communication with contractors and suppliers that will need to prepare to support plans for opening (e.g. cleaning, catering, food supplies, hygiene suppliers). • Liaison with transport providers to cater for any changes to start and finish times 			<p>their care in the same way;</p> <ul style="list-style-type: none"> • if a pupil becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. <p>However, PPE packs are being provided by GCC for all schools.</p> <p>Employees providing first aid to pupils will not be expected to maintain 2m distance. The following measures will be adopted:</p> <ul style="list-style-type: none"> • 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 	
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	<p>and confirm protective measures during journeys.</p> <ul style="list-style-type: none"> • JS (WHill) to liaise with Belfitts and contact to organise transport and obtain their RA • Communication with others (e.g. extended school provision, lettings, regular visitors, etc.) • Limit visitors by exception (e.g. for priority contractors, emergencies etc.). • Keep parent appointments / external meetings on a 'virtual platform.' 			<p>resuscitation face shield if available to perform mouth-to-mouth ventilation in asphyxial arrest.</p> <ul style="list-style-type: none"> • dispose of all waste safely. <p>Should employees have close hands-on contact they should monitor themselves for symptoms of possible COVID-19 over the following 14 days.</p>	
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