

## 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- Bibury CE Primary May 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. 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  |
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| 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"> <li>Health and safety compliance checks have been undertaken before opening - fire alarm, emergency lighting, water hygiene.</li> <li>COVID-19 posters/signage displayed around school and entrances (using packs provided by GCC).</li> <li>Signs on door of school reception/entrance and EYFS gate to remind people to maintain social distancing -</li> </ul> | <ul style="list-style-type: none"> <li>Involve employees in plans to return to school and listen to any suggestions on preventative measures that can be taken. (Shared via email and zoom meetings)</li> <li>Vulnerable employees and pupils ('clinically vulnerable' to coronavirus) identified and told not to attend school if shielding. (none identified)</li> <li>Consider personal risk factors: age, obesity, pregnancy, existing health</li> </ul> | <ul style="list-style-type: none"> <li>Entry points to school controlled (including deliveries). (Signs and 2m tape)</li> <li>Building access rules clearly communicated through signage on entrances. (Main door, reception door and playground and EYFS Gates)</li> <li>Parents' drop-off and pick-up protocols to minimise contact.</li> <li>School start times staggered so class groups arrive at different times (15 mins difference at</li> </ul> | <ul style="list-style-type: none"> <li>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.</li> <li>Reduced class sizes.</li> <li>Class groups kept together throughout the day and do not</li> </ul> | <ul style="list-style-type: none"> <li>Sufficient handwashing facilities are available.</li> <li>Where there is no sink, hand sanitiser provided in classrooms (KS2/hall)</li> <li>Frequent hand washing encouraged for adults and pupils (following guidance on hand cleaning).</li> <li>Hands cleaned on arrival at school, before and after eating, and after sneezing or coughing.</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 school intranet and website. (once agreed)</li> <li>Nominated employees tasked to monitoring protection measures.</li> <li>Employees encourage to report any non compliance.(to be shared with agreed RA)</li> </ul> |

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| <p>tape on ground 2m distance</p> <ul style="list-style-type: none"> <li>One-way system not possible for circulation around the building so movement tightly controlled (walkie-talkies and timetables Y6 to access classroom and toilets from playground)</li> <li>In areas where queues may form, put down floor markings to indicate distancing.(by entrances)</li> <li>Use separate doors be used for each bubble entering the building</li> <li>'Fireguard system' doors to be open whilst in building. Fire doors without system should not be propped open Classroom doors to be propped open (to limit use of door handles and aid ventilation). Wipes available in all classrooms.</li> <li>KS2 classroom accessed by playground door.</li> </ul> | <p>conditions and ethnicity.</p> <ul style="list-style-type: none"> <li>Where necessary individual risk assessments for employees and pupils at special risk (take account of medical advice).(risk assessment for EW)</li> <li>EHCPs reviewed</li> <li>Regular communications that those who have coronavirus symptoms, or who have someone in their household who does, are not to attend school. (to be completed by HT)</li> <li>Information shared about testing available for those with symptoms. (displayed in staff room and sent via email to staff and parents)</li> <li>Remote education is continuing as much as possible to limit numbers attending school. (Padlet, Oak Academy and Bitesize)</li> <li>Assess how many employees are needed in school</li> </ul> | <p>start and end of day for KS1/2 to limit traffic)</p> <ul style="list-style-type: none"> <li>Floor markings outside school doors to indicate 2m distancing rule</li> <li>Use of window and no crossing threshold to protect employees in reception.</li> <li>Hand sanitiser provided at all entrances.</li> <li>Sign in book for essential visitors positioned at door away from desk on windowsill</li> <li>Visitors do not sign in with the same pen reception.</li> <li>Staff on duty outside school to monitor protection measures.</li> </ul> | <p>mix with other groups.</p> <ul style="list-style-type: none"> <li>Groups do not mix to play sports or games together.</li> <li>No use of shared space inside eg for lunch and exercise</li> <li>Shared outdoor space is clearly zoned</li> <li>Assemblies held within group in classroom.</li> <li>Take out service only during lunch with pupils eating outside (weather permitting in zoned area) or classroom</li> <li>Limiting the number of pupils who use the toilet facilities at one time.(one at a time only – closely monitored)</li> <li>Groups use the same classroom or area of a setting throughout the day.</li> <li>Seating plans to ensure pupils sit at the same desk.</li> <li>Desks should be spaced as far apart as possible.</li> <li>The same teacher(s) and other staff are assigned to each group and, as far as possible,</li> </ul> | <ul style="list-style-type: none"> <li>Young pupils encouraged to learn and practise good hygiene habits through games, songs and repetition. (daily PPT)</li> <li>Staff help is available for pupils who have trouble cleaning their hands independently.(toilet use monitored closely)</li> <li>Adults and pupils are encouraged not to touch their mouth, eyes and nose.</li> <li>Be vigilant to pupils putting items in their mouths etc. and make sure these are dealt with immediately.</li> <li>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')</li> <li>Bins for tissues provided and are emptied throughout the day.(lidded bins ordered)</li> <li>Spaces well ventilated using natural ventilation</li> </ul> | <ul style="list-style-type: none"> <li>The effectiveness of prevention measures will be monitored by school leaders.</li> <li>This risk assessment will be reviewed if the risk level changes and/or in light of updated guidance.</li> </ul> |
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| <p>V/KW children access through main door and KS1 through EYFS gate</p> <ul style="list-style-type: none"> <li>Teachers set up classrooms for maintaining space between seats and desks.</li> <li>Teachers remove unnecessary items from classrooms and surfaces.</li> <li>Remove soft furnishings, soft toys and toys that are hard to clean.</li> <li>In toilets middle cubicle/ sink/ urinal of 3 to be taken out of use. Only one child to access toilets at a time</li> <li>Laminated picture signs in toilets and classrooms in front of sinks showing handwashing.</li> <li>Additional hours agreed with cleaners</li> <li>TA to clean toilet doors and handles regularly during school day</li> </ul> | <p>and identify those that can remain working from home. (all staff available)</p> <ul style="list-style-type: none"> <li>Employees shielding at home manage online work, whilst those in school only teach. (None)</li> <li>Returning to school will be for groups on a priority basis (reception, year 1 and year 6);</li> <li>Offer for these pupils to be Mon-Thurs with Friday as PPA/cleaning</li> <li>If shortage of teachers, allocate teaching assistants to lead a group, working under the direction of a teacher. (teaching assistant to work with EYFS)</li> <li>Reviewing timetables to decide which lessons or activities will be delivered on what days. (under review but starting with focus on routines, PSHE and basic skills) Ongoing</li> <li>Smaller class groups identified (no need to split year</li> </ul> |  | <p>these stay the same. (Friday Teacher to cover VKW group)</p> <ul style="list-style-type: none"> <li>Rooms accessed directly from outside where possible.</li> <li>The occupancy of staff rooms and offices limited to maximum 2</li> <li>Radios provided and/or encouraging use of phones to communicate between different parts of school.</li> <li>Members of staff are on duty at breaks to ensure compliance with rules.</li> </ul> | <p>(opening windows and doors to playground)</p> <ul style="list-style-type: none"> <li>Doors propped open, where safe to do so to limit use of door handles. Ensure closed when premises unoccupied.</li> <li>Bowls, cloths, detergent, 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 cleaned and disinfected frequently (e.g. toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, etc.).</li> <li>Toys and play equipment appropriately cleaned between groups of pupils using it, and not shared with multiple groups.</li> <li>Equipment used in practical lessons</li> </ul> |  |
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|  | <p>groups as numbers are low and within 15 maximum).</p> <ul style="list-style-type: none"> <li>• For early years' settings, the employees to child ratios within Early Years Foundation Stage (EYFS) will determine groups of pupils.</li> <li>• Identify and plan lessons that could take place outdoors (timetable and zoning to split outdoor space)</li> <li>• Use the timetable to reduce movement around the school or building.</li> <li>• Planning break times (including lunch), so that all pupils are not moving around the school at the same time. (pupils to access playground from separate doors and break times staggered).</li> <li>• Communicate to parents on the preventative measures being taken (e.g. post risk assessment on school website)</li> </ul> |  |  | <p>cleaned thoroughly between groups.</p> <ul style="list-style-type: none"> <li>• Outdoor equipment appropriate allocated to groups and cleaned between after use.</li> <li>• Multiple groups do not use outdoor equipment simultaneously.</li> <li>• No resources to be taken home.</li> <li>• Avoid sharing books and other materials.</li> <li>• No books or work handed in on paper. - put in quarantine (e.g. for 3 days).</li> <li>• Procedures should someone become unwell whilst attending school (procedure agreed and shared).</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>NOTE:</p> |  |
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|  | <p>Letter to parents when sent includes:</p> <ul style="list-style-type: none"> <li>• Parents informed only one parent to accompany child to school.</li> <li>• Parents and pupils encouraged to walk or cycle where possible.</li> <li>• Staggered drop-off and collection times planned and communicated to parents.(KS1/KS2 and KW split)</li> <li>• Made clear to parents that they cannot gather at entrance gates or doors.</li> <li>• Encourage parents to phone school and make telephone appointments if they wish to discuss their child (to avoid face to face meetings).</li> <li>• Discourage parents and pupils from bringing in toys and other play items from home.</li> <li>• Communications to parents (and young people) includes advice on transport. (walk or cycle where possible)</li> </ul> |  |  | <p>Wearing a face covering or face mask in schools or other education settings is not recommended by PHE. 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:</p> <ul style="list-style-type: none"> <li>• if a pupil becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home.</li> </ul> <p>PPE packs provided for all schools (waiting for delivery will be stored centrally)</p> <p>Employees providing first aid to pupils will not be expected to maintain 2m distance. The following measures will be adopted:</p> |  |
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|  | <ul style="list-style-type: none"> <li>• Daily briefing to pupils on school rules and measures with reminders before leaving rooms.(Daily PPT)</li> <li>• Review behaviour policies to consider how pupils not following distancing rules will be managed. (HT/SENCO and see Specific pupil RA)</li> <li>• Employees fully briefed about the plans and protective measures identified in the risk assessment.</li> <li>• Regular (daily) staff briefings before school (HT/Senior Teacher)</li> <li>• Keeping in touch with off-site workers on their working arrangements including their welfare, mental and physical health and personal security. (HT)</li> <li>• Communication with contractors and suppliers that will need to prepare to support plans for opening (e.g.</li> </ul> |  |  | <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 with open wounds;</li> <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> <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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|  | <p>cleaning, catering). (SBM completed)</p> <ul style="list-style-type: none"> <li>• Liaison with transport providers to cater for any changes to start and finish times and confirm protective measures during journeys. (bus transport in place)</li> <li>• Limit visitors by exception (e.g. for priority contractors, emergencies etc.).</li> <li>• Keep parent appointments / external meetings on a 'virtual platform.'</li> </ul> |  |  |  |  |
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