

### 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

Prepare Building	Y/N	NOTES	Prepare Employees and Parents and pupils	Y/N	NOTES
<ul style="list-style-type: none"> <li>Ensure that all health and safety compliance checks have been undertaken before opening (e.g. fire alarm, emergency lighting, water hygiene, lifts, etc.).</li> <li>COVID-19 posters/ signage displayed (packs provided by GCC).</li> <li>Modify school reception/ early years entrance to maintain social distancing (e.g. provide screens or floor markings).</li> <li>Consider one-way system if possible for circulation around the building.</li> <li>Stairways to be up or down only.</li> <li>In areas where queues may form, put down floor markings to indicate distancing.</li> <li>Can separate doors be used for in and out of the building (to avoid crossing paths).</li> </ul>	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<ul style="list-style-type: none"> <li>All fire bells/emergency lighting tested w/c 18<sup>th</sup> May 20</li> <li>Ordered 18/5 In place</li> <li>Screen ordered for reception desk 18/5 In place 1/6/20</li> <li>System in place- out through door off hall, back through door by HT office</li> <li>Only staff to use upstairs area</li> <li>Markings in place</li> <li>Each class has own entrance and will go straight to classroom</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.</li> <li>Vulnerable employees and pupils ('clinically vulnerable' to coronavirus) identified and told not to attend school if shielding.</li> <li>Consider personal risk factors: age, obesity, pregnancy, existing health conditions and ethnicity.</li> <li>Where necessary individual risk assessments for employees and pupils at special risk (take account of medical advice).</li> </ul>	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<ul style="list-style-type: none"> <li>Staff meeting held for all staff 19/5/20</li> <li>Updated plans following meeting</li> <li>Staff involved in plans for wider opening from 6<sup>th</sup> July in discussions w/c 15<sup>th</sup> June.</li> <li>Plan agreed by DCEO and one year group per week per member of staff 18<sup>th</sup> June.</li> <li>All groups under 15 pupil limit.</li> <li>One staff member shielding. Two families with pupils shielding</li> <li>One staff member to work before children come in – premises</li> <li>In place</li> </ul>

<ul style="list-style-type: none"> <li>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.</li> <li>Identify rooms that can be accessed directly from outside (to avoid shared use of corridors).</li> <li>Organise classrooms for maintaining space between seats and desks.</li> <li>Inspect classrooms and remove unnecessary items.</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.</li> <li>Put up laminated picture signs in toilets and classrooms in front of sinks showing handwashing.</li> <li>Position clocks with second hand or timers near sinks to teach pupils to wash for 20 seconds.</li> </ul>	Y	<p>All pupils and families returning have had an updated FAQ and 'where do I come in to school' letter.</p> <ul style="list-style-type: none"> <li>Ensure staff are aware of fire doors and all doors are closed at end of day – staff notes</li> </ul>	<ul style="list-style-type: none"> <li>Review EHCPs where required.</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> </ul>	Y	<p>Review dates arranged</p> <ul style="list-style-type: none"> <li>In place</li> </ul>
	Y	<ul style="list-style-type: none"> <li>All classrooms have own door from outside</li> </ul>	<ul style="list-style-type: none"> <li>Information shared about testing available for those with symptoms.</li> </ul>	Y	<ul style="list-style-type: none"> <li>Ongoing</li> </ul>
	Y	<ul style="list-style-type: none"> <li>Classrooms arranged with spacing between desks</li> </ul>	<ul style="list-style-type: none"> <li>Remote education is continuing as much as possible to limit numbers attending school.</li> </ul>	Y	<ul style="list-style-type: none"> <li>Disseminated to staff</li> </ul>
	Y	<p>In place</p> <p>Revisited with more pupils returning to y6 15<sup>th</sup> June</p>	<ul style="list-style-type: none"> <li>Assess how many employees are needed in school and identify those that can remain working from home.</li> </ul>	Y	<ul style="list-style-type: none"> <li>Families directed to Oak learning Academy and BBc Bitesize through letter, website etc.</li> <li>Ongoing</li> </ul>
	Y	<ul style="list-style-type: none"> <li>Appropriate resources in place</li> </ul>	<ul style="list-style-type: none"> <li>Employees shielding at home manage online work, whilst those in school only teach.</li> </ul>	Y	<ul style="list-style-type: none"> <li>TA to provide feedback etc on Dojo</li> </ul>
	Y	<ul style="list-style-type: none"> <li>As above</li> </ul>	<ul style="list-style-type: none"> <li>Returning to school will be for groups on a priority basis (Primary schools -nursery, reception, year 1 and year 6)</li> </ul>	Y	<p>In place</p>
	N	<ul style="list-style-type: none"> <li>In infant toilets,</li> <li>Separate toilets in other classes</li> <li>In place</li> </ul>	<ul style="list-style-type: none"> <li>Of teachers, allocate teaching assistants to lead a group, working under the direction of a teacher.</li> </ul>	Y	<ul style="list-style-type: none"> <li>Key workers, R and Y1 can be accommodated. Y6 will not be in school w/c 1<sup>st</sup> June as key workers will be using this classroom. To be reviewed after 2 weeks w/e 12<sup>th</sup> June</li> </ul>
		<ul style="list-style-type: none"> <li>Staff have discussed with children how to count to 20 and wash hands thoroughly</li> <li>Ongoing reminders to pupils as they return to school.</li> </ul>	<ul style="list-style-type: none"> <li>Reviewing timetables to decide which lessons or activities will be delivered on what days.</li> <li>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).</li> </ul>	Y	<ul style="list-style-type: none"> <li>Planning for Y6 from 15/6 in two groups on different days. All parents asked yes/no about return to school via MS Forms.</li> </ul>



				Y	<ul style="list-style-type: none"> <li>As at 1/6/20</li> <li>KW group – 8.45 – 3.00</li> <li>Y1 – 9.00 – 2.45</li> <li>R – 9.15 – 2.30</li> <li>To be reviewed every 2 weeks</li> </ul>
				Y	<ul style="list-style-type: none"> <li>Staggered start from 15<sup>th</sup> June:</li> </ul>
				Y	<ul style="list-style-type: none"> <li>KW 8.45 – 3.00</li> <li>R and Y1 9.00 – 9.15 drop off same pick up time</li> <li>Y6 9.15 – 9.30 – 3.00</li> <li>From 15<sup>th</sup> June:</li> <li>KW 8.45</li> <li>Y1 and Y6 (different entrances) 9.00</li> <li>R 9.15 (different entrance)</li> </ul>
			<ul style="list-style-type: none"> <li>Review behaviour policies to consider how pupils not following distancing rules will be managed.</li> </ul>	Y	<ul style="list-style-type: none"> <li>As above</li> <li>Staff to remind pupils regularly</li> </ul>
			<ul style="list-style-type: none"> <li>Employees fully briefed about the plans and protective measures identified in the risk assessment.</li> </ul>	Y	<ul style="list-style-type: none"> <li>See Behaviour document</li> </ul>
			<ul style="list-style-type: none"> <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>Communication with contractors and suppliers that will need to prepare to support plans for opening (e.g. cleaning, catering, food supplies, hygiene suppliers).</li> <li>Liaison with transport providers to cater for any changes to start and finish</li> </ul>	Y	<ul style="list-style-type: none"> <li>HT/Admin to check at least once a week</li> <li>In place</li> <li>Check if school bus will be running – not providing transport for our pupils at this time.</li> <li>Ongoing</li> </ul>

			<ul style="list-style-type: none"> <li>times and confirm protective measures during journeys.</li> <li>• Communication with others (e.g. extended school provision, lettings, regular visitors, etc.)</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>		<ul style="list-style-type: none"> <li>• ongoing</li> <li>• New Reception parents – Zoom transition meeting</li> <li>• <b>Contact made by phone with all families</b></li> <li>• <b>PPT and video ready to be sent to new families</b></li> </ul>
DO					
Control Access			Y/N	Notes	
<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>• Parents' drop-off and pick-up protocols to minimise contact.</li> <li>• School start times staggered so class groups arrive at different times.</li> <li>• Floor markings outside school to indicate distancing rules (if queuing during peak times).</li> <li>• Screens installed to protect employees in reception.</li> <li>• Hand sanitiser provided at all entrances.</li> <li>• Visitors do not sign in with the same pen</li> <li>• Staff on duty outside school to monitor protection measures.</li> </ul>			Y	<ul style="list-style-type: none"> <li>• As above <b>working well, parents dropping and going</b></li> </ul>	
<ul style="list-style-type: none"> <li>• Screens installed to protect employees in reception.</li> <li>• Hand sanitiser provided at all entrances.</li> <li>• Visitors do not sign in with the same pen</li> <li>• Staff on duty outside school to monitor protection measures.</li> </ul>			Y	<ul style="list-style-type: none"> <li>• As above</li> <li>• Staff to carry own pen for signing in</li> </ul>	
Implementing Social Distancing			Y/N	Notes	
<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 mix with other groups.</li> <li>• Groups do not mix to play sports or games together.</li> <li>• 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).</li> <li>• Assemblies not held or staggered.</li> </ul>			Y	<ul style="list-style-type: none"> <li>• As above</li> </ul> <p><b>See attached sheet for allocated numbers for wider opening from 6<sup>th</sup> July.</b></p> <ul style="list-style-type: none"> <li>• Class Worship only</li> </ul>	

<ul style="list-style-type: none"> <li>• Separate spaces for each group clearly indicated in shared spaces (e.g. barriers or floor markings).</li> <li>• Take out service only during lunch with pupils eating outside (weather permitting).</li> <li>• Limiting the number of pupils who use the toilet facilities at one time.</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, these stay the same.</li> <li>• Members of staff come to the classroom rather than groups of pupils circulate to different parts of the building/site.</li> <li>• Rooms accessed directly from outside where possible.</li> <li>• The occupancy of staff rooms and offices limited.</li> <li>• 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>		<ul style="list-style-type: none"> <li>• As above</li> </ul>
<b>Implement Infection Control Measures</b>	<b>Y/N</b>	<b>Notes</b>
<ul style="list-style-type: none"> <li>• Sufficient handwashing facilities are available.</li> <li>• Where there is no sink, hand sanitiser provided in classrooms.</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> <li>• Young pupils encouraged to learn and practise good hygiene habits through games, songs and repetition.</li> <li>• Staff help is available for pupils who have trouble cleaning their hands independently.</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> </ul>	Y	<ul style="list-style-type: none"> <li>• As above</li> <li>• Staff will remind children at regular intervals about hygiene, hand washing etc. <a href="#">Ongoing</a></li> </ul>

<ul style="list-style-type: none"> <li>• Bins for tissues provided and are emptied throughout the day.</li> <li>• Spaces well ventilated using natural ventilation (opening windows) or ventilation units.</li> <li>• Doors propped open, where safe to do so to limit use of door handles. Ensure closed when premises unoccupied.</li> <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 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 cleaned thoroughly between groups.</li> <li>• Outdoor equipment not used; or</li> <li>• Outdoor equipment appropriately cleaned between groups of pupils;</li> <li>• Multiple groups do not use outdoor equipment simultaneously.</li> <li>• Limit shared resources being taken home.</li> <li>• Avoid sharing books and other materials.</li> <li>• No books or work handed in on paper. Use electronic submission (Dojo) or if paper put in quarantine (e.g. for 3 days).</li> <li>• Procedures should someone become unwell whilst attending school.</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: 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 including:</p> <ul style="list-style-type: none"> <li>• pupils whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way;</li> </ul>		<ul style="list-style-type: none"> <li>• As above</li> <li>• If pupil becomes unwell in school, parents/carers phoned immediately. Pupil will be isolated with an adult remaining 2 metres away where possible in well ventilated space/room. PPE grab bag will be available.</li> <li>• All employees sent copy of this risk assessment</li> </ul>
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<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. However, PPE packs are being provided by GCC for all schools.</li></ul> <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"><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>			
REVIEW			
Communicate and Review Arrangements			
Consultation with employees and trades union Safety Reps on risk assessments.	<ul style="list-style-type: none"><li>• All pupils sent risk assessment and staff briefing to ensure understanding</li></ul>	Employees encourage to report any non compliance.	Yes
Risk assessment published on school intranet and website.	<ul style="list-style-type: none"><li>• Once signed off by DGAT</li></ul>	The effectiveness of prevention measures will be monitored by school leaders.	Yes
Nominated employees tasked to monitoring protection measures.	<ul style="list-style-type: none"><li>• All staff</li></ul>	This risk assessment will be reviewed if the risk level changes and/or in light of updated guidance.	Yes

Risk Assessment completed by: Penny Howard Date: 19/5/20 Shared with staff: 19/5/20

RA reviewed: Friday 5<sup>th</sup> June 2020 by PH

RA reviewed Thursday 18<sup>th</sup> June 2020 by PH

RA reviewed Friday 10<sup>th</sup> July 2020 by PH – no amendments

Signed:



Ms Penny Howard Headteacher