

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 Longney Church of England Primary Academy

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, timetables and lessons, policies and procedures	Y/N	NOTES	Prepare Employees, Parents and pupils and other site users	Y/N	NOTES		
 Buildings Ensure that all health and safety compliance checks have been undertaken before opening (e.g. fire alarm, emergency lighting, water hygiene, lifts, etc.). Reviewing emergency and evacuation procedures (e.g. fire wardens, escape routes, roll-call, assembly areas, etc.). Ventilation system in kitchen area working optimally; (ventilation system should be kept on continuously, with 	Y Y Y	 All fire bells/emergency lighting professionally tested w/c 18th May 20 Tested by school staff 1st September and then weekly Revisit with staff inset day 1st September Whole school fire drill 7/10/20 	 Employees Involve employees in plans to return to school and listen to any suggestions on preventative measures that can be taken. Consider personal risk factors: age, pregnancy, existing health conditions and ethnicity and where necessary conduct individual risk assessments. Employees fully briefed about the plans and protective measures identified in the 	Y Y Y	 Staff meeting held for all staff 1/9/20 H and S walk with governor 23/10/20 Staff risk assessments in place where relevant Revisited 4/11/20 Staff member to limit class teaching after 17th November 		
 lower ventilation rates when people are absent). Make provision for children who display COVID-19 symptoms/ become ill during the day to be isolated. Space should be identified. Ensure school has sufficient supplies of PPE including cleaning materials and hand washing/sanitising liquids that meet DfE/PHE requirements. 	Y	 Headteacher office to be used Appropriate resources in place including LOSC 	 risk assessment. Regular staff briefings. Keeping in touch with off-site workers on their working arrangements including their welfare, mental and physical health and personal security. Regular communications that those who have coronavirus symptoms, or who have someone in their household 	Y	Staff meetings and briefings		

 Provide suitable and sufficient bins to support pupils and staff to follow the 'catch it, bin it, kill it' approach. Provide sufficient tissues in all rooms. Consider if the school site can be split into separate zones where groups of pupils can remain to minimise mixing. Create a plan of the building to mark out areas where bubbles do not mix (e.g. classrooms) and where mixing is more likely and so where distancing and other measures are required. Consider separate facilities be provided for meals and refreshments in different zones (e.g. pods, kiosks, cafes). Evaluate the capacity of rooms and shared areas. Plan for staggered lunches with more sittings to avoid mixing, allowing time for cleaning, devise seating plans, 	 Y In place – posters up Y Ks2 to remain in class groups throughout day in Elliots and allocated outside areas R – Y2 one bubble from 2/11/10 to facilitate hot dinners and staff flexibility Y Classes to eat in class bubbles Y Classes to eat in class bubbles R – y2 to return to hot dinners 9/11/20 Y As above 	 who does, are not to attend school. Information shared about testing available for those with symptoms. Where there are appropriate sources of guidance (e.g. CLEAPSS, afPE, CILIP, etc.) Heads of Departments/ teachers should refer to curriculum specific guidance. Teachers to identify shared resources and how to prevent mixed contact (e.g. cleaning between bubbles or rotas for equipment use). Identify and plan lessons that could take place outdoors. Consider how online resources can be used to shape remote learning. Plan for remote education for pupils, alongside classroom teaching in case of a lockdown or pupils having to isolate. 	Y Y Y Y Y	 Disseminated to staff Disseminated to staff Ongoing Playground equipment per class Staff meetings and email Remote learning policy in place and shared with parents.
 safe capacity etc. Consider door signs mounted to identify max number in room / toilets at one time. COVID-19 posters/ signage displayed. Identify 'crunch points' (e.g. entrances/ exits/ corridors/ shared space and consider how movement can be staggered. Consider one-way system if possible for circulation around the building. 	 Y Signs in place Y Pupils to use different gates to enter school. Each classroom has own entrance Y In place 	 Parents/pupils Review EHCPs where required. Educate pupils before they return about the need to stay apart from others and expectations around hygiene. Communicate to parents on the preventative measures being taken. Post the risk assessment or details of measures on school website. Parents and pupils informed about the process that has 	Y Y Y Y	 Ongoing use of Class Dojo, Purple Mash and Introduction of Atom Leanring Resources in place for vulnerable pupils to use at home if necessary

 Stairways to be up or down only. 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 	Y N/A Y	 Staff and pupils to wait at top or bottom of staircase One way system prevents sharing of corridor In place 	 been agreed for drop off and collection. Ensure parents have a point of contact for reassurance as to the plans put in place. Limit the equipment pupils bring into school each day to essentials such as lunch boxes, hats, coats, books, stationery and mobile 	Y Y Y	 Home school agreement, FAQs sent home When signed off
 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. Identify rooms that can be 	Y		 phones. Bags are allowed. Some equipment is shared but limited to pair or small group Parents informed only one parent to accompany child to school. Parents and pupils encouraged to walk or cycle 	Y Y	 Newsletter - 1st September Following information
 Identify rooms that can be accessed directly from outside (to avoid shared use of corridors). Organise classrooms for maintaining space between 	Y	In placeDesks organised in	 Staggered drop-off and collection times planned and communicated to parents. Made clear to parents that 	Υ	 communicated in letters home and on website Pick up for KS1 at designated point on
 Arrange desks seating pupils side by side and facing forwards. Inspect classrooms and 	Y	 Some pupils grouped to allow fro behaviour management and east of teaching KS1. 	 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 	Y Y	field to ensure pupils do not run to car park – communicated by text. • Regular reminders
 remove unnecessary items and furniture to make more space. Make arrangements with cleaners to put in place an enhanced cleaning schedule that includes frequent cleaning 	Y Y	 Staff to continue with cleaning schedule in place and additional 	 discuss their child (to avoid face to face meetings). Communications to parents (and young people) includes advice on transport. 	Y	 about not gathering at pick up time. 3/11/20 – face masks if on school property and advised for more general outside area
of rooms, shared areas that are used by different groups and frequently touched surfaces.		cleaning at end of day	Governors and Wider DGAT team Governors meetings Governor Visits	Y Y	(car park/field)

Timetabling and lessons					
Consider staggered starts or		Staggered start	• DGAT		
adjusting start and finish times	Y	timetable organised			
to keep groups apart as they		and communicated to	Others		
arrive and leave school.		parents	 Communication with 		
Stagger break times and lunch	Y	Poil Cine	contractors and suppliers that		
times to avoid mixing and time	-		will need to prepare to		
for cleaning surfaces in the			support plans for full opening		
dining hall between groups.			(e.g. cleaning, catering, food	Y	Reminder by text sent 4 th
When timetabling, groups	Y		supplies, hygiene suppliers).		Sep
should be kept apart and			 Assurances that caterers 		
movement around the school			comply with the guidance for		Governor meetings to be
site kept to a minimum to avoid			food businesses on COVID-		held virtually
creating busy corridors,			19.		Visits to be limited to
entrances and exits.			 Discussion with caterers to 	Y	speaking with subject
 Prepare arrangements to allow 	Y		agree arrangements for	-	leader/staff only
remote learning to take place		Atom learning,	staggered lunches (e.g.		DGAT staff on site will
should a partial or full closure		Purplemash and Class	seating capacity, holding hot		maintain social
of the school be required, at		Dojo in place	food, cleaning between		distancing protocols
any point in the next academic			sittings, distancing and	Y	
year.			minimising contacts).		 Caterlink protocol
year.			 Liaison with transport 		
Policies and procedures			providers to cater for any		
 Update policies to reflect 	Y		changes to start and finish		
changes brought about by			times and confirm protective		 Packed lunches only
COVID-19, including:			measures during journeys.	Y	to enable pupils to eat
 Safeguarding/child 			 Communication with other 		in classrooms KS2
protection			building users (e.g. lettings,		Hot lunches R –
 ○ Behaviour 			extended school provision,		year 2 only
• Curriculum			regular visitors, etc.)	Y	Check if school bus
 Special educational needs 			 Limit visitors by exception 		will be running -
 O Special educational needs O Visitors to school 			(e.g. for priority contractors,		school bus running
Ensure website is compliant			emergencies etc.).		just for Longney
with regards to the publishing	Y		emergencies etc.).		pupils
of policies.					P dP do
 Establish a visitors' protocol so 			Lettings and non-school users		
• Establish a visitors protocol so that parents, contactors,	Y	Parents informed mask	Lettings and non-school users	N/A	
professionals working with		wearing to be in place if on			
individual children are clear		site. 4/11/20			
about the infection control					
measures that you have in					
place.		1			

	DO	
Visitors	Y/N	Notes
ing deliveries). ated through signage on s arrive at different times. te distancing rules (if queuing in reception.	Y Y Y Y	Only via main entrance except for pupils using different gates monitored by staff As above
ir a s	ng deliveries). ated through signage on arrive at different times. e distancing rules (if queuing	ng deliveries). Y ated through signage on Y arrive at different times. Y e distancing rules (if queuing Y

 Minimising contacts and mixing between people reduces transmission of COVID-19 and the school will consider how to implement this. 'Bubbles' Small, consistent groups of pupils split into bubbles. Class groups will be kept together in separate 'bubbles' throughout the day and do not mix with other groups. Where pupil numbers are lower, implement key stage bubbles. Very small schools or APS unable to prevent mixing to adopt whole school bubbles as part of their system of control. Keep a record of pupils and staff in each bubble, lesson or close contact group. School breakfast and after-school clubs to keep to the bubbles used during the school day where possible. 	Y N Y N	 Class worship only and virtual whole school worship Bubbles; Year 5 and 6 class; year 3 and 4 class; R – Year 2 Not possible but numbers are very small; carousel of activities for pupils in the same bubble
 arrival and departure time; the name of the assigned staff member. Minimise contacts and social distancing 	Y/N	Notes
 the name; a contact phone number; date of visit; 		
 Where possible visits arranged outside of school hours. A record kept of all visitors to assist NHS Test and Trace, including: 	Y	
 appointment is not to be permitted. Site guidance on physical distancing and hygiene is explained to visitors on or before arrival. 	Y	
 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 	Y Y	
Visitors		
Gathering at the school gates prohibited.Staff on duty outside school to monitor protection measures.	Y	
• Sealable plastic bags provided for reusable face coverings to take home with them.	Y	
 hands immediately on arrival. Covered bins provided on entrances to dispose of temporary face coverings. 	Y	
Pupils, staff and visitors to remove face coverings at school and wash	Y	

		Pupils being kept in class bubbles in hall, separate tables and
Minimise mixing	Y	activities
• Whatever the size of the bubble, they are to be kept apart from other groups where possible.	Ŷ	
 Groups use the same classroom or area of a setting throughout the day. 		
 Mixing between bubbles kept to a minimum during arrival, lunchtime, 	Y	
breaks and departure.	Y	
• Pupil movements around the school site, either in groups or individuals		
is controlled to limit contact and mixing.	Y	
Groups will stay within a specific "zone" of the site to minimise mixing.	Y	As above
 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 bubbles.	Y	
 Large gatherings such as assemblies or collective worship with more than one group to be avoided. 	Y	
 Separate spaces for each group clearly indicated. 	Ŷ	
 Multiple groups do not use outdoor equipment simultaneously. 	Y	
	•	
 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 	Y	
 Allow pupils to have access to tollets at all times during the day to prevent queues developing at social times. 		
	Y	
• The same teacher(s) and other staff are assigned to each bubble and,	Y	
as far as possible, these stay the same.		
 Staff that move between classes and year groups, to keep their distance from supple and other staff. 		See above
distance from pupils and other staff.	N	
To avoid mixing during breakfast and after-school clubs, a carousel	Y	
system to be operated with children from different bubbles rotating		
between activities (e.g. inside, outside, snack time etc.) with cleaning		
surfaces between groups.		
D istancian	Y	
Distancing	Y	Not possible in Reception class, limited time with
 Staff to keep 2 metres from other adults as much as possible. 	T	individual pupil
 Where possible staff to maintain distance from their pupils, staying at 		
the front of the class.	Y	
Staff to avoid close face to face contact and minimise time spent within		•
1 metre of anyone.	Y	
 Supply teachers, peripatetic teachers and/or other temporary staff to 	•	
minimise contact and maintain as much distance as possible from	N/	
other staff.	Y	
 The occupancy of staff rooms and offices limited. 	Y	
Use of staff rooms to be minimised.	Y	

• Use a simple 'no touching' approach for young children to understand		
the need to maintain distance.	Y	
• Older children to be encouraged to keep their distance within bubbles.		
Minimising contact	Y	
 Doors propped open, where safe to do so to limit use of door handles. 		
Ensure closed when premises unoccupied.	Y	
Taking books and other shared resources home limited, although		
unnecessary sharing avoided.	Y	
 Staff and pupils to have their own individual and very frequently used equipment, such as pencils and pens. 		
PE and School Sport		
Pupils kept in same consistent bubbles where possible during PE and		
sport.	Y	
 Sports equipment thoroughly cleaned between each use. 	Y	
Contact sports avoided until guidance changes.	Y	
 Outdoor sports should be prioritised where possible. 	Y	
Large indoor spaces used where it is not.	N	
Swimming pools are not used until guidance changes.	Y	
Distance between pupils from mixed bubbles will be maximised.		
 Sporting activities delivered by external coaches, clubs and organisations will only go ahead if they can satisfy the above 		
requirements.		
	Y	
Educational Visits and journeys	Y	
• From the autumn term, non-overnight educational visits only.		
Risk assessments of visits and journeys to be undertaken by visit	Y	
leaders.	Y	
• No overnight and overseas visits until government guidance changes.		
Pupils grouped together on transport in the same bubbles that are	Y	
adopted within school where possible.	-	
• Journey's planned with to allow distancing within vehicles (this may mean large vehicles or more are used).	Y	
 Use of hand sanitiser upon boarding and/or disembarking 	Y	
 Cleaning of vehicles between each journey. 		
Infection Control Measures	Y/N	Notes
Minimise contact with individuals who are unwell:		
Refer to PHE guidance and Action Cards for School Managers.		
Anyone with COVID-19 symptoms, or who have someone in their	Y	
household who does, not to attend school.		

• If anyone becomes unwell at school they will be isolated, sent home	Y	Letter sent home about keeping children off school if they need
and provided with information on what to do next.		Calpol as this will have an impact on possible temperature.
• An unwell child awaiting collection, will be isolated in a suitable room	V	Also asked to keep children at home if they have cold
with or without adult supervision (depending on age and needs of the	Y	symptons.
child).	Y	
• Staff caring a child awaiting collection to keep a distance of 2 metres.	ř	An above
• PPE to be worn by staff caring for the child if 2 metres distance cannot		As above
be maintained.	Y	
 Staff to wash their hands after caring for a child with symptoms. 	ř	
• All areas where a person with symptoms has been to be cleaned after	Y	 If pupil becomes unwell in school, parents/carers
they have left.	Т	phoned immediately. Pupil will be isolated with an
 Should staff have close hands-on contact they should monitor 	Y	adult remaining 2 metres away where possible in
themselves for symptoms of possible COVID-19 over the following 14	I	well ventilated space/room. PPE grab bag will be available.
days.		
Hand washing		
 Frequent hand washing encouraged for adults and pupils (following 		
guidance on hand cleaning).		
 Sufficient handwashing facilities are available. 		Ongoing
 Where there is no sink, hand sanitiser provided in classrooms. 		
 Skin friendly skin cleaning wipes used as an alternative to hand 		
washing or sanitiser.	Y	
 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. 		
Respiratory hygiene		
Adults and pupils are encouraged not to touch their mouth, eyes and		Ongoing
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')	Y	
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	Y	
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:		

 physical distancing; playing outside wherever possible; limiting group sizes to no more than 15; positioning pupils back-to-back or side-to-side; avoiding sharing of instruments; 	Y	
 6. ensuring good ventilation. Cleaning 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. Outdoor equipment appropriately cleaned frequently. Toilets to be cleaned regularly. 	Y	• Ongoing
• 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.		
 PPE 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: 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 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. 		Guidance to be followed
 First Aid Check if qualifications run out. Consider enrolling more staff on training. Employees providing first aid to pupils will not be expected to maintain 2 metres distance. The following measures will be adopted: 	Y	 Whole school staff training 1/9/20 PFA Qualification up to day

 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 shield if available to perform mouth-to-mouth ventilation in asphyxial arrest. dispose of all waste safely. 		
	VIEW	
 Communicate and Consultation with employees and trade 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 rules. 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.	Y Y Y Y Y Y	 Inset day/GCC risk assessment Risk assessment shared with staff 1/9/20, via email and on website Headteacher

Risk Assessment completed by: Penny Howard Date: 14/8/20 Shared with staff: 1/9/20 Reviewed 11/9/20 – addition in blue 4/11/20

Signed:

P. Harol

Ms Penny Howard Headteacher