

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			Employees		
<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.). 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 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	<ul style="list-style-type: none"> All fire bells/emergency lighting professionally tested w/c 18th May 20 Tested by school staff 1st September and then weekly 	<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. 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 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	<ul style="list-style-type: none"> Staff meeting held for all staff 1/9/20 H and S walk with governor 23/10/20
	Y	<ul style="list-style-type: none"> Revisit with staff inset day 1st September Whole school fire drill 7/10/20 		Y	<ul style="list-style-type: none"> Staff risk assessments in place where relevant Revisited 4/11/20 Staff member to limit class teaching after 17th November
	Y			Y	
	Y	<ul style="list-style-type: none"> Headteacher office to be used 		Y	<ul style="list-style-type: none"> Staff meetings and briefings
	Y	<ul style="list-style-type: none"> Appropriate resources in place including LOSC 		Y	

<ul style="list-style-type: none"> • 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, 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	<ul style="list-style-type: none"> • In place – posters up 	<p>who does, are not to attend school.</p> <ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Disseminated to staff
	Y	<ul style="list-style-type: none"> • Ks2 to remain in class groups throughout day in Elliotts and allocated outside areas 		Y	<ul style="list-style-type: none"> • Ongoing
	Y	<ul style="list-style-type: none"> • R – Y2 one bubble from 2/11/10 to facilitate hot dinners and staff flexibility 		Y	<ul style="list-style-type: none"> • Playground equipment per class
	Y	<ul style="list-style-type: none"> • Classes to eat in classrooms or outside in class bubbles 		Y	
	Y	<ul style="list-style-type: none"> • R – y2 to return to hot dinners 9/11/20 		Y	<ul style="list-style-type: none"> • Staff meetings and email
	Y	As above		Y	<ul style="list-style-type: none"> • Remote learning policy in place and shared with parents.
	Y	<ul style="list-style-type: none"> • Signs in place 	<p>Parents/pupils</p> <ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Pupils to use different gates to enter school. Each classroom has own entrance 		Y	<ul style="list-style-type: none"> • Ongoing use of Class Dojo, Purple Mash and Introduction of Atom Learning
	Y	<ul style="list-style-type: none"> • In place 		Y	<ul style="list-style-type: none"> • Resources in place for vulnerable pupils to use at home if necessary

<ul style="list-style-type: none">• 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 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 accessed directly from outside (to avoid shared use of corridors).• Organise classrooms for maintaining space between seats and desks.• Arrange desks seating pupils side by side and facing forwards.• Inspect classrooms and 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 of rooms, shared areas that are used by different groups and frequently touched surfaces.	Y	<ul style="list-style-type: none">• Staff and pupils to wait at top or bottom of staircase• One way system prevents sharing of corridor• In place	<ul style="list-style-type: none">• 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 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 where possible.• Staggered drop-off and collection times planned and communicated to parents.• 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).• Communications to parents (and young people) includes advice on transport.	Y	<ul style="list-style-type: none">• Home school agreement, FAQs sent home
	N/A			Y	
	Y			Y	<ul style="list-style-type: none">• When signed off
	Y			Y	
	Y			Y	<ul style="list-style-type: none">• Newsletter - 1st September
	Y	<ul style="list-style-type: none">• In place		Y	<ul style="list-style-type: none">• Following information communicated in letters home and on website
	Y	<ul style="list-style-type: none">• Desks organised in rows• Some pupils grouped to allow fro behaviour management and east of teaching KS1.		Y	<ul style="list-style-type: none">• Pick up for KS1 at designated point on field to ensure pupils do not run to car park – communicated by text.
	Y			Y	<ul style="list-style-type: none">• Regular reminders about not gathering at pick up time.
	Y	<ul style="list-style-type: none">• Staff to continue with cleaning schedule in place and additional cleaning at end of day	Governors and Wider DGAT team <ul style="list-style-type: none">• Governors meetings• Governor Visits	Y	<ul style="list-style-type: none">• 3/11/20 – face masks if on school property and advised for more general outside area (car park/field)
				Y	

Timetabling and lessons <ul style="list-style-type: none"> Consider staggered starts or adjusting start and finish times to keep groups apart as they arrive and leave school. Stagger break times and lunch times to avoid mixing and time for cleaning surfaces in the dining hall between groups. When timetabling, groups should be kept apart and movement around the school site kept to a minimum to avoid creating busy corridors, entrances and exits. Prepare arrangements to allow remote learning to take place should a partial or full closure of the school be required, at any point in the next academic year. 	Y	<ul style="list-style-type: none"> Staggered start timetable organised and communicated to parents 	<ul style="list-style-type: none"> DGAT 	Y	<p>Reminder by text sent 4th Sep</p> <p>Governor meetings to be held virtually</p> <p>Visits to be limited to speaking with subject leader/staff only</p> <p>DGAT staff on site will maintain social distancing protocols</p>
	Y				
	Y				
	Y				
Policies and procedures <ul style="list-style-type: none"> Update policies to reflect changes brought about by COVID-19, including: <ul style="list-style-type: none"> Safeguarding/child protection Behaviour Curriculum Special educational needs Visitors to school Ensure website is compliant with regards to the publishing of policies. Establish a visitors' protocol so that parents, contactors, professionals working with individual children are clear about the infection control measures that you have in place. 	Y	<ul style="list-style-type: none"> Atom learning, Purplemash and Class Dojo in place 	<ul style="list-style-type: none"> Others Communication with contractors and suppliers that will need to prepare to support plans for full opening (e.g. cleaning, catering, food supplies, hygiene suppliers). Assurances that caterers comply with the guidance for food businesses on COVID-19. Discussion with caterers to agree arrangements for staggered lunches (e.g. seating capacity, holding hot food, cleaning between sittings, distancing and minimising contacts). Liaison with transport providers to cater for any changes to start and finish times and confirm protective measures during journeys. Communication with other building users (e.g. lettings, extended school provision, regular visitors, etc.) Limit visitors by exception (e.g. for priority contractors, emergencies etc.). 	Y	<ul style="list-style-type: none"> Caterlink protocol
	Y			Y	
	Y			Y	
	Y			Y	
		<p>Parents informed mask wearing to be in place if on site. 4/11/20</p>	Lettings and non-school users	N/A	<ul style="list-style-type: none"> Packed lunches only to enable pupils to eat in classrooms KS2 <ul style="list-style-type: none"> Hot lunches R – year 2 only Check if school bus will be running - school bus running just for Longney pupils

<ul style="list-style-type: none"> 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. 	Y	<ul style="list-style-type: none"> Wellbeing dissemination inset day 1/9/20 Wellbeing webinar for staff 24/11/20 			
Response to any infection <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. 	Y				
<ul style="list-style-type: none"> Plan how to inform staff members and parents/ carers that they will need to be ready and willing to <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. 	Y	<ul style="list-style-type: none"> On website and emailed home 			
DO					
Control Access and Visitors			Y/N	Notes	
Access					
<ul style="list-style-type: none"> Entry points to school controlled (including deliveries). 			Y	Only via main entrance except for pupils using different gates, monitored by staff	
<ul style="list-style-type: none"> Building access rules clearly communicated through signage on entrances. 			Y		
<ul style="list-style-type: none"> School start times staggered so bubbles arrive at different times. 			Y		
<ul style="list-style-type: none"> Floor markings outside school to indicate distancing rules (if queuing during peak times). 			Y	<ul style="list-style-type: none"> As above 	
<ul style="list-style-type: none"> Screens installed to protect employees in reception. 			Y		
<ul style="list-style-type: none"> Shared pens removed from reception. 			Y		
<ul style="list-style-type: none"> Hand sanitiser provided at all entrances. 			Y	<ul style="list-style-type: none"> Staff to carry own pen for signing in 	

<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. 	Y	
Minimising contact	Y	
<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. • Taking books and other shared resources home limited, although unnecessary sharing avoided. • Staff and pupils to have their own individual and very frequently used equipment, such as pencils and pens. 	Y	
PE and School Sport		
<ul style="list-style-type: none"> • Pupils kept in same consistent bubbles where possible during PE and sport. • Sports equipment thoroughly cleaned between each use. • Contact sports avoided until guidance changes. • Outdoor sports should be prioritised where possible. • Large indoor spaces used where it is not. • Swimming pools are not used until guidance changes. • 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	
	Y	
Educational Visits and journeys	Y	
<ul style="list-style-type: none"> • From the autumn term, non-overnight educational visits only. • Risk assessments of visits and journeys to be undertaken by visit leaders. • No overnight and overseas visits until government guidance changes. • 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). • Use of hand sanitiser upon boarding and/or disembarking • Cleaning of vehicles between each journey. 	Y	
	Y	
	Y	
	Y	
	Y	
	Y	
Infection Control Measures	Y/N	Notes
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. 	Y	

<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 resuscitation face shield if available to perform mouth-to-mouth ventilation in asphyxial arrest. <p>dispose of all waste safely.</p>		
REVIEW		
Communicate and Review Arrangements		
<ul style="list-style-type: none"> 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. <p>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.</p>	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<ul style="list-style-type: none"> 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:



Ms Penny Howard Headteacher