

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
Ventilation and AC systems working optimately; (ventilation system should be kept on continuously, with lower ventilation rates when people are absent).	Y	Business Manager continues to check these through summer holidays.	All employees to be involved in plans to return to school and listen to any suggestions on preventative measures that can be taken.	Y	Staff meetings, paper work etc so all stakeholders understand the new procedures and can support with systems established.
Ensure that all health and safety compliance checks have been undertaken before opening (e.g. fire alarm, emergency lighting, water hygiene, lifts, etc.).	Y	Ongoing as school has not been closed.	Vulnerable employees and pupils ('clinically vulnerable' to coronavirus) identified and told not to attend school if shielding.	Y	Chair and Headteacher have spoken to all employees about risks and attendance. HT produced a risk assessment chart for all staff which will be continually updated.

COVID-19 posters/ signage displayed (packs provided by GCC).	Y	Posters laminated and placed in all classrooms, communal places and on school railings.	Consider personal risk factors: age, obesity, pregnancy, existing health conditions and ethnicity.	Y	Headteacher has produced a risk assessment of all staff and has identified actions to follow.
Modify school reception/ early years entrance to maintain social distancing (e.g. provide screens or floor markings).	Y	Posters in school office. Screen to be closed at all times. Limits to personnel in the office	Where necessary individual risk assessments for employees and pupils at special risk (take account of medical advice).	Y	Not required. As above
Consider one-way system if possible for circulation around the building.	Y	Entrances have been assigned to each year group attending school. One way system organised and established for lunch time routine.	Review EHCPs where required.	N/A	N/A
In areas where queues may form, put down floor markings to indicate distancing.	Y	Large round coloured spots will be used for markings and will be placed on the hall floor to support social distancing when queuing for dinners.	Regular communications that those who have coronavirus symptoms, or who have someone in their household who does, are not to attend school.	Y	All stakeholders are aware of these procedures.
Can separate doors be used for in and out of the building (to avoid crossing paths).	Y	Entrances have been assigned to each year group attending.	Information shared about testing available for those with symptoms.	Y	Road map sent to all stakeholders which contained testing information.

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.	Y	Doors have been identified. If doors are open, gates MUST be shut. This must be checked first.	Remote education to be in place for September 2020.	Y	Staff training to commence in August. Teachers to share with pupils at the beginning of term.
Identify rooms that can be accessed directly from outside (to avoid shared use of corridors).	Y	Plan put into place. All 4 bubbles use different entrances plus office staff.	Assess how many employees are needed in school and identify those that can remain working from home.	Y	Assessment completed.
Organise classrooms for maintaining space between seats and desks. Inspect classrooms and remove unnecessary items.	Y	All classrooms have been set up to meet expectations. Classrooms checked by SR and SC. Unnecessary items are in the hall.	Employees shielding at home manage online work, whilst those in school only teach.	N/A	Not applicable.
Remove soft furnishings, soft toys and toys that are hard to clean	Y	All soft furnishings removed. EYFS have used plastic coverings to limit access to equipment so cleaning will be more accessible.	Returning to school will be for all year groups.	Y	All groups allocated provision.
In toilets middle cubicle/ sink/ urinal of 3 to be taken out of use.	Y	Cross on middle door in girls toilet.	If shortage of teachers, allocate teaching assistants to lead a group, working under the direction of a teacher.	Y	

Put up laminated picture signs in toilets and classrooms in front of sinks showing handwashing.	Y	Laminated signs have been put up around the school and in the toilets.	Reviewing timetables to decide which lessons or activities will be delivered on what days.	Y	Teachers liaised with each other to decide timetable of using outside and curriculum resources etc
Make arrangements with cleaners for additional cleaning, agree additional hours to allow for this.	Y	SR is in constant discussions with MS from interserve SR has received a risk assessment from the cleaning company. CL will be completing additional cleaning hours			
A COVID-19 message to display on screens when locked.	Y	Teachers to ensure messages on interactive whiteboards.	For early years' settings, the employees to child ratios within Early Years Foundation Stage (EYFS) will determine groups of pupils.	Y	EYFS 10 children, one teacher and one teaching assistant.
			Identify and plan lessons that could take place outdoors.	Y	Depending on weather and children's anxiety
			Use the timetable to reduce movement around the school or building	Y	Refer to access plan
			Planning break times (including lunch), so that all pupils are not moving around the	Y	Refer to plans

			school at the same time.		
			Communicate to parents on the preventative measures being taken (e.g. post risk assessment on school website).	Y	Risk assessment, Road Map and safety measures posted on website.
			Parents informed that only one parent to accompany child to school	Y	Road map information sheet.
			Parents and pupils encouraged to walk or cycle where possible.	Y	Road map information sheet.
			Staggered drop-off and collection times planned and communicated to parents.	Y	Road map information sheet.
			Made clear to parents that they cannot gather at entrance gates or doors.	Y	Road map information sheet. Signs on doors.
			Encourage parents to phone school and make telephone appointments if they wish to discuss their child (to avoid face to face meetings).	Y	Road map information sheet.

			Discourage parents and pupils from bringing in toys and other play items from home.	Y	No toys allowed. Just drink bottle and lunch.
			Daily briefing to pupils on school rules and measures with reminders before leaving rooms.	Y	School rules updated for staff and pupils.
			Review behaviour policies to consider how pupils not following distancing rules will be managed.	Y	School rules updated for staff and pupils.
			Employees fully briefed about the plans and protective measures identified in the risk assessment.	Y	All staff have received the risk assessment and have had the opportunity to contribute.
			Regular (daily) staff briefings.	Y	Meetings planned to review and evaluate current systems
			Keeping in touch with off-site workers on their working arrangements including their welfare, mental and physical health and personal security.	Y	Amberley What s App group established so staff support each other SR and SC communicate with outside agencies.
			Communication with contractors and suppliers that will need to prepare to support plans for opening (e.g.	Y	SR and SC continue with the relationships built

			cleaning, catering, food supplies, hygiene suppliers).		
			Liaison with transport providers to cater for any changes to start and finish times and confirm protective measures during journeys.	Y	SR communicating with organistaions.
			Communication with others (e.g. extended school provision, lettings, regular visitors, etc.)	Y	SR and SC communcaiting with parents about provision.
			Limit visitors by exception (e.g. for priority contractors, emergencies etc.).	Y	SR has organised.

			Keep parent appointments / external meetings on a 'virtual platform.'	Y	Road map informed parents.
DO					
Control Access	Y/N and Notes	Implementing Social Distancing	Y/N and Notes	Implement Infection Control Measures	Y/N and Notes
Entry points to school controlled (including deliveries).	Y Access has been identified.	Safe distancing or 1 metre+ 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.	Y Social distancing will be encouraged at all times but not guaranteed. Poster have been displayed. Lessons on social distancing.	Sufficient handwashing facilities are available.	Y Extra bowls purchased to set up washing hands stations in each bubble.
Building access rules clearly communicated through signage on entrances.	Y Signage on gates.		Y EYFS, Class size of less than 15.	Where there is no sink, hand sanitiser provided in classrooms.	All classrooms have sinks and washing hands stations with

	SR to update if required.				soap and paper towels.
Parents' drop-off and pick-up protocols to minimise contact.	Y Staggered start and finish times	Class groups kept together throughout the day and do not mix with other groups.	Y 3/4 Bubbles established EYFS Yr 1/2 Yr 3/4 Yr 5/6	Frequent hand washing encouraged for adults and pupils (following guidance on hand cleaning).	All classrooms have sinks and washing hands stations with soap and paper towels
School start times staggered so class groups arrive at different times.	Y Staggered start and finish times	Groups do not mix to play sports or games together.	Y All children to stay within their bubbles.	Hands cleaned on arrival at school, before and after eating, and after sneezing or coughing.	Y Stations organised to enable this to be done effectively.
Floor markings outside school to indicate distancing rules (if queuing during peak times).	N This will be assessed and implemented if needed.	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).	Y Children to stay in their bubbles. Most children to eat lunch in their classrooms.	Young pupils encouraged to learn and practise good hygiene habits through games, songs and repetition	Y Frequent lessons to address covid.
Screens installed to protect employees in reception.	Y SR to use the screen in her office.	Assemblies not held or staggered.	Y No large gatherings of any nature.	Staff help is available for pupils who have trouble cleaning their hands independently.	Y More adults than needed, in terms of ratio.
Hand sanitiser provided at all entrances.	Y Soap and water provided before children	Separate spaces for each group clearly indicated in shared spaces (e.g. barriers or floor markings).	Y Clear bubbles identified.	Adults and pupils are encouraged not to touch their mouth, eyes and nose	Y Poster to reflect this information to be discussed. Part of school behaviour policy.

	enter school,				
Visitors do not sign in with the same pen or touch screen devices in reception.	Y	Take out service only during lunch with pupils eating outside (weather permitting).	Y Outside used when possible and appropriate.	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')	Y Poster to reflect this information to be discussed. Part of school behaviour policy.
Staff on duty outside school to monitor protection measures.	Y	Limiting the number of pupils who use the toilet facilities at one time	Y Two per toilet. All staff to monitor.	Bins for tissues provided and are emptied throughout the day.	Y Bins with lids
		Groups use the same classroom or area of a setting throughout the day.	Y	Spaces well ventilated using natural ventilation (opening windows) or ventilation units.	Y Windows and doors open where appropriate.
		Desk organised to face the front and cleaned regularly	Y	Doors propped open, where safe to do so to limit use of door handles. Ensure closed when premises unoccupied.	Y Windows and doors open where appropriate
		Desks should be spaced as far apart as possible.	Y	Sanitising spray and paper towels to be provided in classrooms for use by members of staff.	Y Also, each class has own cleaning pod station.

		The same teacher(s) and other staff are assigned to each group and, as far as possible, these stay the same.	Y Where possible.	Thorough cleaning of rooms at the end of the day	Y Teachers and TA to complete regular cleaning during the day.
		Members of staff come to the classroom rather than groups of pupils circulate to different parts of the building/site.	Y No children to move around the building. (Dinner time exception, children in the hall)	Shared materials and surfaces cleaned and disinfected frequently (e.g. books, desks, chairs, doors, sinks, toilets, light switches, bannisters, etc.).	Y Some shared resources .
		Rooms accessed directly from outside where possible.	Y 3 out of 4 bubbles access classroom from outside.	Play equipment appropriately cleaned between groups of pupils using it, and not shared with multiple groups.	Y EYFS resources are cleaned with milton. Individual bubbles play equipment to be cleaned.
		The occupancy of staff rooms and offices limited.	Y Limited numbers in office area.	Equipment used in practical lessons cleaned thoroughly between groups.	Y EYFS resources are cleaned with milton. Individual bubbles play equipment to be cleaned.
		Phones to communicate between different parts of school.	Y Each bubble to use phones in their classrooms.	Outdoor equipment appropriately cleaned between groups of pupils;	Y Each group to have their own equipment.

				Multiple groups do not use outdoor equipment simultaneously.	Y Each group to have their own equipment.
				Limit shared resources being taken home.	No resources to be taken home
				Avoid sharing books and other materials.	Shared resources to be left 72 hours between bubbles.
				Procedures should someone become unwell whilst attending school.	Procedures outlined in road map for both staff and pupils.
				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.	Y
				Staff fully aware of COVID-19 guidance for re-starting competitive sport issued by the relevant governing bodies and the	Y

				required actions for each sport.	
<p>NOTE:</p> <p>Wearing a face covering or face mask in schools or other education settings is not recommended by PHE however staff may do so if they wish. 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 1 metre + from others. PPE is only needed in a very small number of cases including:</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>All staff have been sent instructions on how to use the PPE and a useful video that they can access to support this.</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 resuscitation face shield if available to perform mouth-to-mouth ventilation in asphyxial arrest. (Shields in office) • dispose of all waste safely. Should employees have close hands-on contact they should monitor themselves for symptoms of possible COVID-19 over the following 14 days. <p>PPE to be worn by staff caring for the child, including:</p> <ul style="list-style-type: none"> • a face mask worn if a distance of 2 metres cannot be maintained. • if contact is necessary, then gloves, an apron and a face mask should be worn • eye protection where there is a risk of fluids entering the eye, for example, from coughing, spitting or vomiting. <p>All staff have been sent the annex to the first aid policy that relates to covid.</p>					
REVIEW	Com munic				

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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 measures will be monitored by school leaders.	This risk assessment will be reviewed if the risk level changes and/or in light of updated guidance.
SHE unit gave advice	Y	SLT and Governing Board	Daily and weekly meetings to assess and review provision.	On-going by governing board and SLT	