

## **Safety, Health and Environment (SHE) Calton Primary School and Playgroup**

### **GCC COVID-19 RISK ASSESSMENT PROCESS FOR SCHOOLS & EDUCATIONAL SETTINGS**

(Revised for full reopening in September 2020)



Schools completed COVID-19 risk assessments when they reopened for priority groups during the summer term and implemented protective measures recommended by DfE and PHE. Now that the Government requires schools to plan for all pupils in all year groups to return to school full-time from the beginning of the autumn term and implement a 'system of controls', the GCC COVID-19 Risk Assessment has been updated to support schools to prepare for this. The aim of the risk assessment is to implement protective measures to prevent COVID-19 or reduce the spread of the infection if there is a positive case, both in the school and transmission to the wider community.

Community and controlled schools must send their risk assessment to [she@gloucestershire.gov.uk](mailto:she@gloucestershire.gov.uk) by 4<sup>th</sup> September. Any other schools that would like their risk assessments to be checked by SHE can also send them but are not required to do so.

## COVID-19 Risk Assessment for Calton Primary School and Playgroup

### ASSESS

**Decide appropriate control measures for managers and employees to implement under a 'Plan', 'Do', 'Review' cycle.**

**Who may be at risk:** Employees, pupils and young people, families (parents, carers and siblings), visitors, contractors, members of public.

**Vulnerable groups:** Where schools apply the full measures in this guidance the risks to all staff will be mitigated significantly, including those who are extremely clinically vulnerable and clinically vulnerable. Some people with particular characteristics may be at comparatively increased risk from COVID-19 (due to age, deprivation, ethnicity, etc.). An individual risk assessment may be appropriate for those who are very anxious about returning to their workplace.

**Those with operational responsibility for planning and implementing each action below is marked:**

**SM – Site Manager**

**GOVS – Governors**

**SBM - School Business Manager**

**HT – Head Teacher**

**SLT - Senior Leadership Team**

**FA – First Aiders**

**Overall strategic responsibility for this risk assessment sits with Governors, Senior Leaders and the C19 working group**

### PLAN

#### Prepare Building, timetables and lessons, policies and procedures

- **SM** Ensure that all health and safety compliance checks have been undertaken before opening (e.g. fire alarm, emergency lighting, water hygiene, lifts, etc.)
- **SBM SM** Reviewing emergency and evacuation procedures (e.g. fire wardens, escape routes, roll-call, assembly areas, etc.).
- **SM** Ventilation and AC systems working optimally; (ventilation system should be kept on continuously, with lower ventilation rates when people are absent).
- **SBM** Children who display COVID-19 symptoms/ become ill during the day are isolated when awaiting collection. Lavendar corridor and accessible toilet have been identified and should not be entered by anyone other than those authorised to do so.
- **SBM SM** Ensure school has sufficient supplies of PPE including cleaning materials, hand washing/sanitising liquids that meet DfE/PHE requirements and face masks.
- **SBM SM** Provide pedal bins in all classrooms suitable and sufficient bins to support pupils and staff to follow the 'catch it, bin it, kill it' approach.
- **SM** Provide sufficient tissues in all classrooms, office spaces and communal staff areas.

- **SLT** Evaluate the capacity of rooms and shared areas.
- **SBM** Plan for lunch times with more sittings to avoid mixing bubbles, allowing time for cleaning and ensuring safe capacity etc.
- **SBM** COVID-19 posters/signage displayed.
- **SM** 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.
- **SLT** Identify rooms that can be accessed directly from outside (to avoid shared use of corridors).
- **SLT** Organise classrooms for maintaining space between seats and desks.
- **SLT** Desks arranged seating pupils side by side and facing forwards.
- **SLT** All unnecessary items and furniture removed from classrooms to make more space.
- **SBM SM** C19 cleaner employed to ensure an enhanced cleaning schedule that includes frequent cleaning of toilets, communal staff areas and shared areas that are used by different groups and frequently touched surfaces. Support classes to replenish cleaning stock.

#### **Timetabling and lessons**

- **SLT** School has adopted a one way system for drop off and collection at the start and end of the day around site. Parents follow the one way system and are able to pass all classrooms on the one way route. Parents have been asked to wear facemasks when on school site.
- **SLT** Outdoor play is currently managed by Teachers and is on a rota basis to avoid mixing bubbles.
- **SLT** Groups are kept apart and movement around the school site is kept to a minimum to avoid creating busy corridors, entrances and exits.
- **SLT** A VLE working party has been set up and a policy has been created 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.
- **SLT** Children will only bring the following to and from school: WOW books, Spelling books, Homework books and Reading books.
- **SLT** Children in Reception and KS1 will bring PE bags to School and leave them on their pegs. Key Stage 2 will wear their PE kits to school.

#### **Policies and procedures**

- **SLT** Update policies to reflect changes brought about by COVID-19, including:
  - Safeguarding/child protection addendum
  - Behaviour

#### o Curriculum

- **SLT SBM** Ensure website is compliant with regards to the publishing of policies.
- **SBM** The visitors agreement has been updated to include C19 safe procedures that all visitors must adhere to upon entry to school. Types of visitors allowed into school are agreed by the C19 working group. Visitors are asked to wear face masks.
- **GOVS SLT** Governing boards and school leaders to have regard to staff (including the headteacher) work-life balance and wellbeing.
- **SLT** Paediatric first aid certificates were extended to 25<sup>th</sup> November 2020, if due to expire after March 2020. Paediatric staff who needed to complete refresher training were booked to complete in October 2020 and have done so.
- **SLT** Head Bump stickers will be given to children who have received first aid for incidents to the head and face.
- **SLT** For staff wellbeing, it has been agreed that staff are able to bring in shop bought (not home-made) cakes and sweets to share in their own communal area.
- **SLT** Children are not able to bring in food to share with their class.
- **SLT** Observations will be carried out under the following guidance:
  - o Observations will be a maximum of 45minutes.
  - o The observer carrying out observation will socially distance in the room and sit near the door or a window
  - o The observer will not wander around during the lesson
  - o The observer will wear a face mask.
  - o The observer will look at a few books, not all of them
  - o They will talk to a few children to complete pupil voice during the 45 min max session time
  - o Those being observed should feel comfortable and talk to their phase leader if they are worried or have any concerns about their upcoming observation.

#### **Response to any infection**

- **SLT** Leadership understands the NHS Test and Trace process and how to contact their local Public Health England health protection team.
- **SBM** To inform staff members and parents/ carers that they will need to be ready and willing to
  - o book a test if they are displaying symptoms;
  - o inform the school immediately of the results of a test;
  - o provide details of anyone they have been in close contact with;
  - o self-isolate if necessary.

### Prepare Employees, Parents and pupils and other site users

- **SLT** Involve employees in plans to return to school and listen to any suggestions on preventative measures that can be taken. Share this document with staff and Governors and add to the website.
- **HT SBM** Consider personal risk factors: age, pregnancy, existing health conditions and ethnicity and where necessary conduct individual risk assessments.
- **HT** Employees fully briefed about the plans and protective measures identified in the risk assessment.
- **HT** Regular staff briefings.
- **SLT** Keeping in touch with off-site workers on their working arrangements including their welfare, mental and physical health and personal security.
- **SBM** Regular communications that those who have coronavirus symptoms, or who have someone in their household who does, are not to attend school.
- **SBM** Information shared about testing available for those with symptoms.
- **SLT** Where there are appropriate sources of guidance (e.g. CLEAPSS, afPE, CILIP, etc.) Heads of Departments/ teachers should refer to curriculum specific guidance.
- **SLT** Teachers have identified shared resources and how to prevent mixed contact (e.g. cleaning between bubbles or rotas for equipment use).
- **SLT** Identify and plan lessons that could take place outdoors.
- **SLT** Consider online resources that can be used to shape remote learning. VLE team have identified Microsoft Sway and Powerpoint to use alongside Teams and our own VLE eSchools.
- **SLT** Plan for remote education for pupils, alongside classroom teaching in case of a lockdown or pupils having to isolate.

### Parents/pupils

- **SEN** Review EHCPs where required.
- **SLT** Communicate to parents on the preventative measures being taken.
- **SBM** Post the risk assessment or details of measures on school website.
- **SLT** Parents and pupils informed about the process that has been agreed for drop off and collection.
- **SLT** Ensure parents have a point of contact for reassurance as to the plans put in place.
- **SLT** Limit the equipment pupils bring into school each day to essentials such as lunch boxes, hats, coats, books, stationery and mobile phones.
- **SLT** Bags are allowed.
- **SLT** Parents informed only one parent to accompany child to school where possible.

- **SLT** Parents and pupils encouraged to walk or cycle where possible.
- **SLT** Staggered drop-off and collection times planned and communicated to parents.
- **SLT** Made clear to parents that they cannot gather at entrance gates or doors.
- **SLT** Encourage parents to phone school and make telephone appointments if they wish to discuss their child (to avoid face to face meetings). Parents to use [admin@caltonrprimaryco.uk](mailto:admin@caltonrprimaryco.uk) to send in information rather than visiting the School office.

#### **Others**

- **SBM** Communication with contractors and suppliers that will need to prepare to support plans (e.g. cleaning, catering, food supplies, hygiene suppliers).
- **SBM** Assurances that caterers comply with the guidance for food businesses on COVID-19.
- **SBM** Regular communicate with caterers to agree arrangements for lunches (e.g. seating capacity, holding hot food, cleaning between sittings, distancing and minimising contacts).
- **SBM** Communication with other building users (e.g. lettings, extended school provision, regular visitors, etc.)
- **SLT** Limit visitors by exception (e.g. for priority contractors, emergencies etc.).

#### **Lettings and non-school users**

- The Holiday Club will resume be allowed to resume before and after school childcare from September 2020, it serves a portion of the School's community.
- All other use of indoor facilities by external organisations will remain closed until guidance changes and the C19 working party will continue to monitor.

### **DO**

#### **Control Access and Visitors**

- **SBM** Clear signage to inform parents of one way system around school plus Senior Leaders on duty at the beginning and end of the day.
- **SLT** School start time and finish times gives parents enough time to follow one way system and collection children whilst maintaining social distancing.
- **SLT** Floor markings outside school to indicate distancing rules (if queuing during peak times).
- **SBM** The office does not open the glass hatch to protect employees in reception from visitors.
- **SBM** Shared pens removed from reception.
- **SBM** Touch screen signing in devices in reception cleaned regularly and hand sanitiser provided.

- **SBM SM** Hand sanitiser provided at main entrance. Individual classrooms have own hand washing and sanitising facilities for children to use when entering the classroom.
- **SLT** Staff to wear face masks when arriving to and from work, when outside with parent and members of the general public. On arrival inside the building, staff can remove face coverings, unless agreement in place to wear and wash hands or sanitise immediately.
- **SLT** Parents should socially distance from each other when on school site and gatherings of parents on school site is prohibited. Parents are asked to wear face masks when on school site.
- **SLT** Staff on duty outside school to monitor protection measures and follow guidance around wearing face masks.

### Visitors

- **SLT** Wherever use Teams or Zoom for 1:1 sessions with professionals, recruitment interviews, parental meetings etc.
- **SLT** Parents/carers and visitors coming onto the site without an appointment is not permitted.
- **SBM** Visitors must adhere to all standards within the C19 section of the visitors agreement, along with the rest of the visitors agreement.
- **SLT** Where possible visits should be arranged outside of school hours.
- **SBM** A record kept of all visitors to assist NHS Test and Trace, including:
  - the name;
  - a contact phone number;
  - date of visit;
  - arrival and departure time;
  - the name of the assigned staff member.

### Minimise contacts and social distancing

Minimising contacts and mixing between people reduces transmission of COVID-19 and the school will consider how to implement this.

#### 'Satellites'

- **SLT** Class groups will be kept together in separate bubbles throughout the day apart from lunchtimes and interventions.
- **SLT** Student mentor to move across satellites to observe students wearing facemasks.

### Minimise mixing

- **ALL** Whatever the size of the bubble, they are to be kept apart from other groups where possible.
- **ALL** Groups use the same classroom or area of a setting throughout the day.
- **ALL** Mixing between bubbles kept to a minimum during arrival, lunchtime, breaks and departure.
- **ALL** Pupil movements around the school site, either in groups or individuals is controlled to limit contact and mixing.
- **ALL** Groups will stay within a specific “zone” of the site to minimise mixing.
- **ALL** 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.
- **ALL** Large gatherings such as assemblies or collective worship will be avoided as much as possible. Assemblies will be broadcast within class groups via Teams or Zoom.
- **ALL** Multiple groups do not use outdoor equipment simultaneously.
- **ALL** Toilets will be allocated per class.
- **ALL** The same teacher(s) and other staff are assigned to each bubble and, as far as possible, these stay the same.
- **ALL** Staff that move between classes and year groups, to keep their distance from pupils and other staff.

### **Distancing**

- **ALL** Staff to keep 2 metres from other adults as much as possible.
- **ALL** Where possible staff to maintain distance from their pupils, staying at the front of the class.
- **ALL** Staff to avoid close face to face contact and minimise time spent within 1 metre of anyone.
- **ALL** Supply teachers, peripatetic teachers and/or other temporary staff to minimise contact and maintain as much distance as possible from other staff.
- **ALL** The occupancy of staff rooms and offices limited and key staff will not share an office.
- **ALL** Use of staff rooms to be minimised – Reception use
- **ALL** Staff in shared spaces (e.g. office) to avoid working facing each other.
- **ALL** Older children to be encouraged to keep their distance within bubbles.

### **Minimising contact**

- **SM** Doors propped open, where safe to do so to limit use of door handles. Ensure closed when premises unoccupied.
- **SLT** Taking books and other shared resources home limited, although unnecessary sharing avoided.
- **ALL** Staff and pupils to have their own individual and very frequently used equipment, such as pencils and pens.

### **PE and School Sport**

- **ALL** Pupils kept in same consistent bubbles where possible during PE and sport.

- **ALL** Sports equipment thoroughly cleaned after each use.
- **ALL** Contact sports avoided until guidance changes.
- **ALL** Outdoor sports should be prioritised where possible.
- **ALL** Large indoor spaces used where it is not.
- **ALL** Distance between pupils from mixed bubbles will be maximised.
- **ALL** Sporting activities delivered by external coaches, clubs and organisations will only go ahead if they can satisfy the above requirements and agreed by the C19 working group.

### **Educational Visits and journeys**

- **ALL** From the autumn term, non-overnight educational visits only.
- **ALL** Risk assessments of visits and journeys to be undertaken by visit leaders.
- **ALL** No overnight and overseas visits until government guidance changes.
- **ALL** Pupils grouped together on transport in the same bubbles that are adopted within school where possible.
- **ALL** Journey's planned with to allow distancing within vehicles (this may mean large vehicles or more are used).
- **ALL** To ensure there is appropriate cleaning of vehicles between each journey, by the transport company.

### **Infection Control Measures**

- **HT SBM** Refer to PHE guidance and Action Cards for School Managers.
- **HT SBM** Anyone with COVID-19 symptoms, or who have someone in their household who does, not to attend school.
- **HT SBM** If anyone becomes unwell at school they will be isolated, sent home and provided with information on what to do next.
- **SBM** An unwell child awaiting collection, will be isolated in a suitable room with or without adult supervision (depending on age and needs of the child).
- **SBM** Staff caring for a child awaiting collection to keep a distance of 2 metres.
- **SBM** PPE to be worn by staff caring for the child if 2 metres distance cannot be maintained.
- **SBM** Staff to wash their hands after caring for a child with symptoms.
- **SBM SM** All areas where a person with symptoms has been to be cleaned after they have left.
- **ALL** Should staff have close hands-on contact they should monitor themselves for symptoms of possible COVID-19 over the following 14 days.

### **Hand washing**

- **ALL** Frequent hand washing encouraged for adults and pupils (following guidance on hand cleaning).
- **SBM SM** Sufficient handwashing facilities are available.

- **SBM SM** Where there is no sink, hand sanitiser provided in classrooms.
- **ALL** Pupils to clean their hands when they arrive at school, when they return from breaks, when they change rooms and before and after eating.
- **SEN** Staff help is available for pupils who have trouble cleaning their hands independently (e.g. small children and pupils with complex needs).
- **ALL** Use resources such as “e-bug” to teach effective hand hygiene etc.
- **ALL** It was agreed only medical prescribed cream can be bought in for children to use at school, other hand cream can be applied by the parent before and after school.
- **ALL** Suggested handwashing and sanitising schedule:  
Sanitise on entry to school  
Sanitise/wash before break  
Sanitise after break  
Sanitise/wash before lunch  
Sanitise after lunch  
Sanitise before home time  
Plus 20 secs handwashing after toilet breaks

### **Respiratory hygiene**

- **ALL** Adults and pupils are encouraged not to touch their mouth, eyes and nose.
- **ALL** Adults and pupils encouraged to use a tissue to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it')
- **SBM SM** Tissues to be provided.
- **SBM SM** Pedal bins for tissues provided in class rooms and are emptied at the end of the day.
- **ALL** Singing, wind and brass playing should not take place in larger groups such as school choirs and ensembles, or school assemblies.
- **ALL** 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;
  - ensuring good ventilation.

## Cleaning

- **SBM SM** Sanitising spray and paper towels to be provided in classrooms for use by members of staff.
- **SBM SM** Thorough cleaning of rooms at the end of the day by the cleaning team as part of 'normal' cleaning routine which is deemed satisfactory with C19 cleaner providing enhanced cleaning during the day.
- **ALL** Shared materials and surfaces to be cleaned frequently (e.g. toys, books, desks, chairs, doors, sinks, toilets, light switches, handrails, etc.).
- **ALL** Resources that are shared between bubbles (e.g. sports, art and science equipment) to be cleaned frequently and meticulously and always between bubbles.
- **ALL** Outdoor equipment appropriately cleaned frequently.
- **SBM SM** Toilets cleaned regularly during the day by C19 cleaner and by staff after use using cleaning equipment provided.
- **ALL** 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:

- **SBM** 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
- **SEN** 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.

## First Aid

- **SBM** Paediatric first aid certificates were extended to 25<sup>th</sup> November 2020, if due to expire after March 2020. Paediatric staff who needed to complete refresher training were booked to complete in October 2020 and have done so.
- **FA** Employees providing first aid to pupils will not be expected to maintain 2 metres distance. The following measures will be adopted:
  - wear a face mask;
  - wash hands or using hand sanitiser, before and after treating injured person;
  - wear gloves when administering first aid;
  - 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

<p>asphyxial arrest.</p> <ul style="list-style-type: none"> <li>○ dispose of all waste safely.</li> <li>• <b>FA</b> If a child is presenting a high temperature and no other symptoms except feeling hot, sit child in a quiet corner of the classroom to cool down and retake temperature after ½ hour. If temperature still remains high, isolate child and send home.</li> <li>• <b>FA</b> facemask to be worn when administering First Aid. Personal facemasks maybe worn or are available from first aid stations in school.</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 website.</li> <li>• Nominated employees tasked to monitoring protection measures.</li> <li>• Members of staff are on duty at breaks to ensure compliance with rules.</li> <li>• Staff encouraged to report any non-compliance.</li> <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 (e.g. following local/national lockdown or cases or an outbreak) and in light of updated guidance.</li> </ul>
<ul style="list-style-type: none"> <li>• <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a></li> <li>• <a href="https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak">https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak</a></li> <li>• <a href="https://www.gov.uk/guidance/maintaining-records-of-staff-customers-and-visitors-to-support-nhs-test-and-trace">https://www.gov.uk/guidance/maintaining-records-of-staff-customers-and-visitors-to-support-nhs-test-and-trace</a></li> </ul>