

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 Setting

Calton Primary School and Calton Playgroup

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		DO			REVIEW
Prepare Building	Prepare Employees and Parents and pupils	Control Access	Implementing Social Distancing	Implement Infection Control Measures	Communicate and Review Arrangements
<ul style="list-style-type: none"> Site team to ensure that all health and safety compliance checks have been undertaken before opening (e.g. fire alarm, emergency lighting, water hygiene, etc.) Site teams to check that all ventilation and AC systems are working optimately; (ventilation system should be kept on continuously, with lower ventilation 	<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. Vulnerable employees and pupils (clinically vulnerable to coronavirus) identified and informed not to attend school if shielding Consider personal risk: age, obesity, pregnancy, existing health 	<ul style="list-style-type: none"> Entry points to school controlled (including deliveries). Building access rules clearly communicated through signage on entrances. Parents' drop-off and pick-up protocols to minimise contact. School start and finish times staggered so class groups arrive and leave at different times. Floor markings 	<ul style="list-style-type: none"> Safe distancing of 2 meters 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. Reduced class sizes. Class groups kept together throughout the day and do not 	<ul style="list-style-type: none"> Sufficient handwashing facilities are available. Frequent hand washing encouraged for adults and pupils (following guidance on hand cleaning). Hands cleaned on arrival at school, before and after eating, and after sneezing or coughing and frequently throughout the day 	<ul style="list-style-type: none"> 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

<p>rates when people are absent)</p> <ul style="list-style-type: none"> • COVID posters/signage displayed (packs provided by GCC) • One way system to be in operation around CPS for circulation around the building • Site team to put markings in areas where queues may form • Separate entrance/exit doors to be used in and around the building (to avoid crossing paths) • Key worker chdn to continue to use the main entrance to school if using this support for year 2, 3, 4, 5. If not using this for priority groups to use the one way system as appropriate • All chdn to access the large entrance outside the Infant school and exit via the car park • SBM to identify doors that can be propped open (to limit use of door handles and aid ventilation) taking account of the fire safety and safeguarding 	<p>conditions and ethnicity</p> <ul style="list-style-type: none"> • Where necessary individual risk assessments for employees and pupils at special risk (take account of medical advice) to be in place • Review EHCPs where required • Regular communication with those who have coronavirus symptoms, or who have someone in their household who does, are not to attend school shared with all parents and staff in emails/letters • Information has already been shared with staff about testing available for those with symptoms • HT to share info about testing for children and families • Remote education to continue as much as possible to limit numbers attending school • All learning to be on eschools via school website. • Paper home learning packs 	<p>outside school to indicate distancing rules (if queuing during peak times)</p> <ul style="list-style-type: none"> • Screens already installed to protect employees in reception. • Hand sanitiser provided at all entrances. • All staff to wash hands before they sign in • Visitors asked to wash hands and or use the hand sanitiser provided before they sign in on the touch screen device in reception. • SLT on duty outside school to monitor protection measures. 	<p>mix with other groups.</p> <ul style="list-style-type: none"> • Each groups of 10 to 15 chn and at least 2 staff will remain together throughout the day. • Groups do not mix to play sports or games together. • 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 groups • Assemblies not held. • Separate spaces for each group clearly indicated in shared spaces (e.g. barriers or floor markings). • The field/playground will be clearly marked to identify outdoor space for each satellite. • Lunches will be provided with pupils eating outside (weather permitting) • Limiting the number of pupils who use the toilet facilities at one time. • Groups use the 	<ul style="list-style-type: none"> • Young pupils encouraged to learn and practise good hygiene habits through games, songs and repetition. • Staff help is available for younger pupils who have trouble cleaning their hands independently • All clothing worn to school by staff and children to be washed at the end of each day. • Adults and pupils are encouraged not to touch their mouth, eyes and nose. • 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') • Bins for tissues provided and are emptied throughout the day. • Spaces well ventilated using natural ventilation (opening windows) or ventilation units. • Doors propped open, where safe to do so to limit 	<p>measures will be monitored by school leaders.</p> <ul style="list-style-type: none"> • This risk assessment will be reviewed if the risk level changes and/or in light of updated guidance.
---	---	--	--	--	---

<ul style="list-style-type: none"> HT to identify rooms which can be accessed directly from outside (to avoid shared use of corridors) Teachers/site team to organise rooms for maintaining space between seats and desks under the direction of SLT SLT to inspect rooms after the teachers have organised them and remove unnecessary items Class teachers/site team to ensure that all surfaces are clutter free and all soft furnishings, toys and resources that are hard to clean are removed Site team to put up laminated picture sign in toilets, classrooms in front of sinks for handwashing Site team to position clocks with second hand or timers near the sink to teach pupils to wash for 20 seconds Make arrangements with cleaners for additional 	<ul style="list-style-type: none"> available on request HT to assess how many employees are needed in school and identify those that can remain working from home Returning to school will be for groups on a priority basis (playgroup, Reception, Year 1 and year 6) If shortage of teachers, allocate learning partners to lead a group working under the direction of a teacher SLT review timetables to decide what lessons or activities will be delivered on what days Smaller groups identified (ideally groups of 10 with no more than 15 pupils per small group to one teacher and, for the morning, a learning partner) For EYFS, the employee to child ratios within EYFS will determine groups of pupils Class teachers to identify and plan 		<p>same classroom or area of a setting throughout the day.</p> <ul style="list-style-type: none"> Seating plans to ensure pupils sit at the same desk. Desks should be spaced as far apart as possible. The same teacher(s) and other staff are assigned to each group and, as far as possible, these stay the same. Rooms accessed directly from outside where possible. The occupancy of staff rooms and offices limited. Use of phones/walkie talkies to communicate between different parts of school. Each staff pair will supervise break and lunchtime for their group. They will provide cover for each other to allow for their own break/lunch. Staff to have use of their mobile phone (on silent) so that others can contact where necessary around collection of children – to 	<p>use of door handles. Ensure closed when premises unoccupied.</p> <ul style="list-style-type: none"> Cleaning equipment (Sanitising spray, anti-bacterial wipes etc 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 cleaned and disinfected frequently (e.g. toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, etc.). Toys and play equipment appropriately cleaned between groups of pupils using it, and not shared with multiple groups. Equipment used in practical lessons cleaned thoroughly between groups e.g. glue sticks, scissors, paints etc) Outdoor equipment appropriately cleaned between groups of pupils; 	
--	---	--	---	--	--

<p>cleaning and agree additional hours to allow for this</p> <ul style="list-style-type: none"> • Hot room allocated with access to external door. • SBM to be the designated adult who will oversee chdn and adults who are showing symptoms • Site team to review fire drill points • Site team to arrange a fire drill the first full week back 	<p>lessons that could take place outdoors</p> <ul style="list-style-type: none"> • Class teachers to use the timetables to reduce movement around the school or building • SLT to plan breaks (including lunch) so that all pupils are not moving around the school at the same time • Chdn in school to eat their lunch outside in their designated area, weather permitted or in their classroom • HT to communicate to parents on the preventative measures being taken (e.g. post risk assessment on the school website) • Parents informed – only parents in the same household to accompany child to and from school • Advise parents that if bringing siblings they cannot be left unsupervised or wandering. Parents and chdn encouraged to walk to school 		<p>minimize who goes in the rooms</p>	<ul style="list-style-type: none"> • Multiple groups do not use outdoor equipment simultaneously. • Parents informed that chn do not bring bags to school. • Parents asked to only provide chn with a lunchbox and a water bottle filled with water and not juice or squash • School will provide all chn with individual stationery packs. • Stationery will not be shared. • Reading books will not be shared • No books or work handed in on paper. • Procedures are in place should someone become unwell whilst attending school. • 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. 	
--	--	--	---------------------------------------	--	--

	<ul style="list-style-type: none"> • Parents informed that bikes and scooters cannot be left on site • Staggered drop-off and collections times planned and communicated to parents • Staggered arrival and departure times for staff where appropriate • It is made clear that parents cannot gather at entrance or exit gates • Encourage parents to phone school and make telephone appointments if they wish to discuss their child (to avoid face to face meetings) • Discourage parents from bringing in toys and play items from home • Communication to parents (and young people) includes advice on transport. • Daily briefing to pupils on school rules and measures with reminders before leaving rooms. • DHT to review behaviour policies 			<ul style="list-style-type: none"> • Toilets frequently cleaned by one member of staff who will have appropriate PPE <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"> • 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; • if a pupil becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. <p>PPE packs are being provided by GCC for all schools. Staff training on effective use of PPE will be given. Employees providing first aid to pupils will not be</p>	
--	---	--	--	--	--

	<p>to consider how pupils not following distancing rules will be managed.</p> <ul style="list-style-type: none"> • Employees fully briefed about the plans and protective measures identified in the risk assessment. • Regular staff briefings via staff email and all virtual contact • SLT to keep in touch with off-site workers on their working arrangements including their welfare, mental and physical health and personal security. • SBM to communicate with contractors and suppliers that will need to prepare to support plans for opening (e.g. cleaning, catering, food supplies, hygiene suppliers). • SBM to communicate with others (e.g. extended school provision, lettings, regular visitors, etc.) • Limit visitors by exception (e.g. for priority 			<p>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 asphyxia arrest. • Dispose of all waste safely. <p>Should employees have close hands-on contact they should monitor themselves for symptoms of possible COVID-19 over the following 14 days.</p>	
--	--	--	--	--	--

	<p>contractors, emergencies etc.).</p> <ul style="list-style-type: none">• Keep parent appointments / external meetings on a 'virtual platform, where possible or through use of telephone• All teachers and any recently appointed LP who has not completed Pediatric training will complete the basic Educare first aid training before the 2nd June. Certificate sent to SBM				
--	---	--	--	--	--

