

Safety, Health and Environment (SHE)

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

September 2020 Reopening (April Review)



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		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"> Ensure that all health and safety compliance checks have been undertaken before opening (e.g. fire alarm, emergency lighting, water hygiene, lifts, etc.). COVID-19 posters/signage displayed where necessary Corridors to only be used when necessary. Social distancing to enforced where possible (queuing for lunch etc) Put signs along the corridors to keep 	<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 told not to attend school if shielding following most recent government guidance. Where necessary individual risk assessments for employees and 	<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. Current screens utilised to protect employees in reception. Hand sanitiser provided at all entrances. Visitors do not sign in with the same 	<ul style="list-style-type: none"> 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. Assemblies not held together. Limiting the number of pupils who use the toilet facilities at one time. 	<ul style="list-style-type: none"> Sufficient handwashing facilities are available. Where there is no sink, hand sanitiser provided in classrooms. 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. Young pupils encouraged to learn 	<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 measures will be

<p>groups apart and 'keep left'.</p> <ul style="list-style-type: none"> • Doors that can be propped open (to limit use of door handles and aid ventilation) taking account of fire safety and safeguarding. • Identify rooms that can be accessed directly from outside (to avoid shared use of corridors). • Organise classrooms for maintaining space between seats and desks. • Inspect classrooms and remove unnecessary items. • Remove soft furnishings, soft toys and toys that are hard to clean. • Put up laminated picture signs in toilets and classrooms in front of sinks showing handwashing. • Make arrangements with cleaners for additional cleaning 	<p>pupils at special risk (take account of medical advice).</p> <ul style="list-style-type: none"> • Review EHCPs where required. • Regular communications that those who have coronavirus symptoms, or who have someone in their household who does, are not to attend school. • Testing kits issued (as available from DFE) where appropriate – Staff LFT testing twice weekly • Information shared about testing and track & trace available for those with symptoms. • Remote education available (Oct 20 onwards) for those required to stay at home and in case of local lockdown. • If shortage of teachers, allocate teaching assistants to lead a group, working under the direction of a teacher. • Reviewing timetables – prioritise mental 	<p>pen or touch screen devices in reception.</p> <ul style="list-style-type: none"> • Staff on duty outside school to monitor protection measures. 	<ul style="list-style-type: none"> • Groups use the same classroom or area of a setting throughout the day where possible. • Seating plans to ensure pupils sit at the same desk. • Desks should be spaced as far apart as possible and forward facing when possible. • Members of staff come to the classroom rather than groups of pupils circulate to different parts of the building/site. • Rooms accessed directly from outside where possible. • The occupancy of staff rooms and offices limited.. • Members of staff are on duty at breaks to ensure compliance with rules. 	<p>and practise good hygiene habits through games, songs and repetition.</p> <ul style="list-style-type: none"> • Staff help is available for pupils who have trouble cleaning their hands independently. • Adults and pupils are encouraged not to touch their mouth, eyes and nose. • Be vigilant to pupils putting items in their mouths etc. and make sure these are dealt with immediately. • 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 as necessary. • Spaces well ventilated using natural ventilation (opening windows) or ventilation units. • Doors propped open, where safe to do so to limit use of 	<p>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.
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	<p>health/wellbeing (Sept) / R/W/M focus until Christmas (Review regularly)</p> <ul style="list-style-type: none"> • Identify and plan lessons that could take place outdoors. • Use the timetable to reduce movement around the school or building. • Communicate to parents on the preventative measures being taken (e.g. post risk assessment on school website). • Parents advised only one parent to accompany child to school. • Parents and pupils encouraged to walk or cycle where possible. • Parents asked to wear masks at pick up and drop off • 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 			<p>door handles. Ensure closed when premises unoccupied.</p> <ul style="list-style-type: none"> • 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 cleaned and disinfected frequently (e.g. toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, etc.). • Equipment used in practical lessons cleaned thoroughly between groups. • Outdoor equipment appropriately cleaned between groups of pupils where necessary; • Limit shared resources being taken home. • Avoid sharing books and other materials. • Staff to wash hands after handling paper/books. • Procedures should someone become 	
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	<p>child (to avoid face to face meetings).</p> <ul style="list-style-type: none"> • Discourage parents and pupils from bringing in toys and other play items from home. • Communications to parents (and young people) includes advice on transport. • Regular briefing to pupils on school rules and measures with reminders before leaving rooms. (To be reviewed weekly and altered according to necessity). • Behaviour policies consider how pupils not following distancing rules will be managed. • Employees fully briefed about the plans and protective measures identified in the risk assessment. • Regular staff briefings/updates. • Keeping in touch with off-site workers on their working arrangements including their welfare, mental and 			<p>unwell whilst attending school in place.</p> <ul style="list-style-type: none"> • 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. <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 	
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	<p>physical health and personal security.</p> <ul style="list-style-type: none"> • Communication with contractors and suppliers that will need to prepare to support plans for opening (e.g. cleaning, catering, food supplies, hygiene suppliers). • Communication with others (e.g. extended school provision, lettings, regular visitors, etc.) • Limit visitors by exception (e.g. for priority contractors, emergencies etc.). • Keep parent appointments / external meetings on a 'virtual platform.' Where possible or ensure social distancing is applied. 			<p>intimate care needs should continue to receive their care in the same way;</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>PPE packs are available on school site.</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 	
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				<p>resuscitation face shield if available to perform mouth-to-mouth ventilation in asphyxial arrest.</p> <ul style="list-style-type: none"> • 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>	
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As Pauntley is a small school (45 children) and the number of siblings across the two classes is of a significant proportion the school has adopted a single bubble structure.