

Safety, Health and Environment (SHE)

GCC COVID-19 RISK ASSESSMENT PROCESS FOR REOPENING SCHOOLS (FROM 8 MARCH 2021)

SHEEPSCOMBE PRIMARY SCHOOL



This is an update of the GCC COVID-19 Risk Assessment to support the return of schools and educational settings from 8 March 2021. The aim of the risk assessment is to implement protective measures in government's operational guidance to minimise the risk of transmission COVID-19 in schools.

This update is to reflect the changes in the operational guidance to help schools review and where necessary update their risk assessment. Any changes to the previous version have been highlighted.

COVID-19 Risk Assessment for Schools & 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 and comply with DfE/PHE 'system of control' requirements. 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. This format does not have to be used but your local risk assessment must be suitable and sufficient.					
<p>Who may be at risk: Employees, pupils and young people, families (parents, carers and siblings), visitors, contractors, members of public.</p> <p>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, pregnancy, etc.). An individual risk assessment may be appropriate. Staff and pupils who are clinically extremely vulnerable are advised to shield by staying at home.</p>					
PLAN		DO			REVIEW
Prepare Building, timetables and lessons, policies and procedures	Prepare Employees, Parents and pupils and other site users	Control Access and Visitors	Minimise contacts and social distancing	Infection Control Measures	Communicate and Review Arrangements
<p>Buildings</p> <ul style="list-style-type: none"> • Ensure that all health and safety compliance checks continue to be undertaken (e.g. fire alarm, emergency lighting, water hygiene etc.). • Reviewing emergency and evacuation procedures (e.g. fire wardens, escape routes, roll-call, assembly areas, 	<p>Employees</p> <ul style="list-style-type: none"> • Involve employees in plans and listen to any suggestions on preventative measures that can be taken. • If the village hall is needed once again then consult with village hall trustees and committee prior to opening village hall to pupils 	<p>Access</p> <ul style="list-style-type: none"> • Entry points to school controlled • Building access rules clearly communicated • School start times staggered so bubbles arrive at different times. • Signs to remind 	<p>Minimising contacts and mixing between people reduces transmission of COVID-19 and the school will consider how to implement this.</p> <p>'Bubbles'</p> <ul style="list-style-type: none"> • Small, consistent 	<p>Minimise contact with individuals who are unwell:</p> <ul style="list-style-type: none"> • Refer to PHE guidance. • Anyone with COVID-19 symptoms, or who have someone in their household who does, not to attend school. 	<ul style="list-style-type: none"> • Consultation with employees. • Risk assessment published on school website. • Nominated employees tasked to monitoring protection

<p>etc.).</p> <ul style="list-style-type: none"> • Make provision for children who display COVID-19 symptoms/ become ill during the day to be isolated. – use of staff room or conservatory • Ensure school has sufficient supplies of PPE, face coverings, cleaning materials and hand washing/sanitising liquids that meet DfE/PHE requirements. • 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. • Minimise mixing - by having separate break times • Evaluate the capacity of rooms and shared areas. – tables removed in staff room to give more space • COVID-19 posters/ signage displayed. • Identify doors that can 	<ul style="list-style-type: none"> • 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 who does, are not to attend school. • Where there are appropriate sources of guidance (e.g. CLEAPSS, afPE, CILIP, etc.) Headteachers should refer to curriculum specific guidance. • Headteachers to identify 	<p>parents to avoid congregating, social distancing rules etc.</p> <ul style="list-style-type: none"> • Staff on duty to monitor pupil and parent behaviour before and after school. • Screens installed to protect employees in reception and HT’s office. • Shared pens removed from reception. • Hand sanitiser provided at all entrances. • Bins accessible to dispose of temporary face coverings. <p>Visitors</p> <ul style="list-style-type: none"> • Wherever possible keep meetings on a virtual platform. • Parents/carers and visitors 	<p>groups of pupils split into bubbles –</p> <ul style="list-style-type: none"> • Bubbles kept as small as possible – for our school children are in 2 Covid bubbles of 38 and 40 as they are in two different buildings and within this are further split into 4 classes • Each bubble will not mix with the other bubble. Within the two Covid bubbles children are further split into 2 groups of no more than 22 and often smaller numbers. • We are not adopting a 	<ul style="list-style-type: none"> • If anyone becomes unwell at school they will be isolated, sent home and provided with information on what to do next. • An unwell child awaiting collection will be isolated in a suitable room with adult supervision • Staff caring for a child awaiting collection to keep a distance of 2 metres. • PPE to be worn by staff caring for the child, including: <ul style="list-style-type: none"> ○ a face mask worn if a distance of 2 metres cannot be maintained. ○ if contact is necessary, 	<p>measures.</p> <ul style="list-style-type: none"> • 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. • 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.
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<p>be propped open (to limit use of door handles and aid ventilation) taking account of fire safety and safeguarding.</p> <ul style="list-style-type: none"> • Identify rooms that can be accessed directly from outside (to avoid shared use of corridors). • Organise classrooms for maintaining space between seats and desks and the teacher where possible. • Arrange desks for seating pupils side by side and facing forwards – in Years 3-6 Years Reception to Year 2 have had their classrooms reworked to allow for the maximum spacing possible. • 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 	<p>shared resources and how to prevent mixed contact (e.g. cleaning between bubbles or rotas for equipment use).</p> <ul style="list-style-type: none"> • Identify and plan lessons that could take place outdoors. <p>Parents/pupils</p> <ul style="list-style-type: none"> • Review EHCPs where required. • 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 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 	<p>coming onto the site without an appointment is not to be permitted.</p> <ul style="list-style-type: none"> • Supply staff and other temporary or peripatetic staff follow the school’s arrangements for managing and minimising risk. • Volunteers limited and only used if essential for educational activities. • Site guidance on physical distancing and hygiene is explained to all visitors on or before arrival. • Where possible visits (e.g. service contractors) arranged outside of school hours. • A record kept of all visitors to 	<p>whole school bubble at the current time even though our school is small</p> <ul style="list-style-type: none"> • Keep a record of pupils and staff in each bubble, lesson or close contact group. • School before and after-school clubs (where offered) to keep to the bubbles used during the school day <p>Minimise mixing (pupils)</p> <ul style="list-style-type: none"> • Whatever the size of the bubble, they are to be kept apart from other groups where possible. 	<p>then gloves, an apron and a face mask should be worn</p> <ul style="list-style-type: none"> ○ eye protection where there is a risk of fluids entering the eye, for example, from coughing, spitting or vomiting. • Staff to wash their hands after caring for a child with symptoms. • All areas where a person with symptoms has been to be cleaned after they have left. • Should staff have close hands-on contact they should monitor themselves for 	
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<p>are used by different groups and frequently touched surfaces.</p> <ul style="list-style-type: none"> Removed soft furnishings, soft toys and toys that are hard to clean <p>Timetabling and lessons</p> <ul style="list-style-type: none"> Staggered starts and end times in place Stagger break times and lunch times to avoid mixing - in place 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. Play equipment will not be shared between bubbles, each bubble will have their own set of equipment <p>Policies and procedures</p> <ul style="list-style-type: none"> Update policies to reflect changes brought about by COVID-19, including: 	<ul style="list-style-type: none"> Bags are allowed. All pupils told to use their own allocated equipment and ensure no shared use in class. Parents informed only one parent to accompany child to school. Parents and pupils encouraged to walk or cycle where possible. Clear messages to pupils about how to reduce the risks of transmission outside of school. Staggered drop-off and collection times planned and communicated to parents. Made clear to parents that they cannot gather at entrance gates or doors and reminders about social distancing. 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 	<p>assist NHS Test and Trace, including:</p> <ul style="list-style-type: none"> the name; a contact phone number; date of visit; arrival and departure time; the name of the assigned staff member. <ul style="list-style-type: none"> NHS COVID-19 QR Poster displayed for visitors to check in using the NHS Covid Test and Trace App. 	<ul style="list-style-type: none"> Groups use the same classroom or area of a setting throughout the day. Mixing between bubbles kept to a minimum during arrival, lunchtime, breaks and departure. Pupil movements around the school site, either in groups or individuals is controlled to limit contact and mixing. The number of pupils in shared spaces for lunch and exercise is limited to specific 	<p>symptoms of possible COVID-19 over the following 14 days.</p> <p>Hand washing</p> <ul style="list-style-type: none"> Frequent hand washing encouraged for adults and pupils (following guidance on hand cleaning). Sufficient handwashing facilities are available. Where there is no sink, hand sanitiser provided in classrooms. Skin friendly skin cleaning wipes used as an alternative to hand washing or sanitiser. Pupils to clean their hands when they arrive at 	
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<ul style="list-style-type: none"> ○ Safeguarding/child protection ○ Behaviour ○ Curriculum ○ NQTs ○ Special educational needs ○ Visitors to school ● Ensure website is compliant with regards to the publishing of policies. ● Parents, contactors, professionals working with individual children are clear about the infection control measures that you have in place- all briefed by letter or by staff on entry ● 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. <p>Response to any infection</p>	<p>people) includes advice on transport.</p> <ul style="list-style-type: none"> ● Daily briefing to pupils on school rules and measures with reminders before leaving rooms. ● <p>Others</p> <ul style="list-style-type: none"> ● 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 ● Communication with other building users (e.g. contractors) ● wraparound childcare for your pupils permitted (for vulnerable children and to support parents to work, attend education or access medical care). 		<p>bubbles.</p> <ul style="list-style-type: none"> ● Large gatherings such as assemblies or collective worship with more than one group to be avoided. ● Separate spaces for each group are understood by children and staff ● Multiple groups do not use outdoor equipment simultaneously ● Limiting the number of pupils who use the toilet facilities at one time. ● Allow pupils to have access to toilets at all times during the day to 	<p>school, when they return from breaks, when they change rooms and before and after eating.</p> <ul style="list-style-type: none"> ● Staff help is available for pupils who have trouble cleaning their hands independently (e.g. small children and pupils with complex needs). ● Use resources such as “e-bug” to teach effective hand hygiene etc. <p>Respiratory hygiene</p> <ul style="list-style-type: none"> ● Adults and pupils are encouraged not to touch their mouth, eyes and nose. ● Adults and pupils encouraged to use a tissue to 	
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<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. • Letters have been sent 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. 	<ul style="list-style-type: none"> • No other lettings at this stage. 		<p>prevent queues developing at social times.</p> <ul style="list-style-type: none"> • Avoid mixing during breakfast and after-school clubs (a decision the school has taken) <p>Minimising mixing (staff)</p> <ul style="list-style-type: none"> • The same teacher(s) and other staff are assigned to each bubble and, as far as possible, these stay the same. • In the unlikely event that staff that move between classes and year groups, to keep their distance from pupils and 	<p>cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it')</p> <ul style="list-style-type: none"> • Tissues to be provided. • Bins for tissues provided and are emptied throughout the day. <p>Ventilation</p> <ul style="list-style-type: none"> • Ventilation working optimally teachers to open windows on arrival at school each day. • Heating used as necessary to ensure comfort levels are maintained when the building is occupied. • Keep windows open a little (not wide open) to provide some 	
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			<p>other staff.</p> <ul style="list-style-type: none"> • Supply teachers, peripatetic teachers and/or other temporary staff to minimise contact and maintain as much distance as possible from pupils and other staff. • Arrangements to avoid sharing staffroom and equipment. • The occupancy of staff rooms and offices limited. • Use of staff rooms to be minimised. • Furniture in offices, PPA work rooms and 	<p>natural background ventilation and open internal doors to increase air flow.</p> <ul style="list-style-type: none"> • Open windows fully when rooms are unoccupied for longer periods to purge the air (e.g. lunch times and before and after school). • Action taken to prevent occupants being exposed to draughts. For example, partially open high-level windows as oppose to low-level windows, close external doors and arrange the furniture if appropriate and possible. • Use fans for good 	
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			<p>staffrooms where staff may work or meet together, spaced 2 metres apart.</p> <ul style="list-style-type: none"> • Furniture that cannot be moved 2 metres apart taken out of use and removed • Staff sharing rooms do not work facing each other. • Desks moved so staff are sat apart, screens used as a barrier between staff. <p>Distancing</p> <ul style="list-style-type: none"> • Staff to keep 2 metres from other adults as much as possible. • Where possible staff 	<p>air circulation – fans available in all classrooms.</p> <ul style="list-style-type: none"> • Air conditioning systems that normally run with a recirculation mode set up to run on full outside air. • Occupants encouraged to wear additional, suitable indoor clothing. (If they have to wear coats, scarves and other outdoor clothing the room would be considered too cold and the above steps must be considered). <p>Music</p> <ul style="list-style-type: none"> • Singing, wind and brass playing should not take place in larger groups such as 	
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			<p>to maintain distance from their pupils, staying at the front of the class.</p> <ul style="list-style-type: none"> • Staff to avoid close face to face contact and minimise time spent within 1 metre of anyone. • 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. <p>Minimising contact</p> <ul style="list-style-type: none"> • Doors propped 	<p>school choirs and ensembles, or school assemblies.</p> <ul style="list-style-type: none"> • Measures to be taken when playing instruments or singing in small groups such as in music lessons include: <ul style="list-style-type: none"> ○ physical distancing; ○ limiting group sizes; ○ positioning pupils back-to-back or side-to-side; ○ avoiding sharing of instruments; ○ ensuring good ventilation. • No performances with an audience. • School will liaise with Gloucestershire 	
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			<p>open, where safe to do so to limit use of door handles. Ensure closed when premises unoccupied.</p> <ul style="list-style-type: none"> • 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. <p>PE and School Sport</p> <ul style="list-style-type: none"> • Pupils kept in same 	<p>Music with regards to music whole class ensemble</p> <p>Cleaning</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 to be cleaned frequently (e.g. toys, books, desks, chairs, doors, sinks, toilets, light switches, handrails, etc.). • Resources that are shared between bubbles (e.g. sports, art and science equipment) to be 	
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			<p>consistent bubbles where possible during PE and sport.</p> <ul style="list-style-type: none"> • Sports equipment thoroughly cleaned between each use. • Outdoor sports should be prioritised where possible. • Large indoor spaces used where it is not. • Adequate ventilation through opening windows and doors or using air conditioning systems (portable air con unit for use in hot summer 	<p>cleaned frequently and meticulously and always between bubbles.</p> <ul style="list-style-type: none"> • Outdoor equipment appropriately cleaned frequently. • Toilets to be cleaned regularly. • School Business Manager to provide and monitor cleaning schedule tick sheets for staff to complete each day • 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- 	
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			<p>weather in Merlin class).</p> <ul style="list-style-type: none"> • Sporting activities delivered by external coaches, clubs and organisations will only go ahead if they can satisfy the above requirements. • Staff fully aware of COVID-19 guidance issued by the relevant sports governing bodies for team sports and the required actions for each sport. • Competition between different schools not to take place 	<p>washing and other hygiene measures, and regular cleaning of surfaces.</p> <p>PPE</p> <p>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:</p> <ul style="list-style-type: none"> • 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. • where a child or young person already has routine intimate 	
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			<p>until wider grassroots sport for under 18s in permitted.</p> <p>Educational Visits and journeys</p> <ul style="list-style-type: none"> • No educational visits to take place during at this stage • Village hall can be used for PE (as we have no school hall) as part of school provision when it is closed long term to other users and adheres to standards set out here. School cleaners take on cleaning of Village hall if we were to hire it long 	<p>care needs that involves the use of PPE, in which case the same PPE should continue to be used.</p> <p>PPE for protection against COVID-19 will include:</p> <ul style="list-style-type: none"> • fluid-resistant surgical face masks (Type IIR); • disposable gloves; • disposable plastic aprons; • eye protection (for example a face visor or goggles). <p>Face coverings (all schools)</p> <ul style="list-style-type: none"> • Face coverings to be worn by staff or visitors (unless exempt), outside classrooms and when moving around the 	
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			<p>term as we did in the last lockdown</p>	<p>premises.</p> <ul style="list-style-type: none"> • Pupils, staff and visitors will be expected to provide their own face covering. • A supply of face coverings is available for anybody that does not have one due to having forgotten it or it has become soiled or unsafe. • Cleaning of hands before and after removing or putting on face covering. • Face coverings placed in sealable plastic bags between use. • Face visors or shields only used after assessing the specific situation in 	
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				<p>addition to a face covering and not to be worn as an alternative to face coverings.</p> <p>First Aid</p> <ul style="list-style-type: none"> • Check if qualifications run out. Consider enrolling more staff on training. • Employees providing first aid to pupils will not be expected to maintain 2 metres distance. The following measures will be adopted: <ul style="list-style-type: none"> ○ washing hands or using hand sanitiser, before and after treating injured person; ○ wear gloves or cover hands when 	
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				<p>dealing with open wounds;</p> <ul style="list-style-type: none">○ 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.○ dispose of all waste safely.	
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