

Safety, Health and Environment (SHE)

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 by 4th 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 reopening schools

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 '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.

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.

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
Buildings <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.). Reviewing emergency and evacuation procedures (e.g. fire wardens, escape routes, roll-call, assembly areas, etc.). Provision for children who display COVID-19 symptoms/become ill during the day will be 	Employees <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. Consider personal risk factors: age, pregnancy, existing health conditions and ethnicity and where necessary conduct individual risk assessments. 	Access <ul style="list-style-type: none"> Entry points to school controlled (including deliveries) – all deliveries taken at the gate so that delivery drivers do not need to enter the site where possible. Building access rules clearly communicated through signage on entrances. School start and end times 	Minimising contacts and mixing between people reduces transmission of COVID-19 and the school will consider how to implement this. 'Bubbles' <ul style="list-style-type: none"> Class groups will be kept together in separate 'bubbles' throughout the day and do not mix with other groups. To support a successful transition in to year 	Minimise contact with individuals who are unwell: <ul style="list-style-type: none"> Refer to PHE guidance and Action Cards for School Managers. Anyone with COVID-19 symptoms, or who have someone in their household who does, not to attend school. If anyone becomes unwell at school they will be isolated, sent 	<ul style="list-style-type: none"> Consultation with employees on risk assessments. Risk assessment published on school website and emailed to all staff. All staff tasked with monitoring protection measures within their bubble. Members of staff are on duty at breaks to ensure compliance with rules.

<p>isolated in the lobby area at the front of school where full supervision and ventilation can be provided. If the toilet needs to be used, the second staff toilet should be used and then taped off until the space can be cleaned so that it not used by anyone else.</p> <ul style="list-style-type: none"> • Ensure school has sufficient supplies of PPE including 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. • The school site will be split into separate zones where groups of pupils can remain to minimise mixing. • Ensure areas where bubbles do not mix (e.g. classrooms) are kept entirely separate and any outdoor areas where mixing is more likely e.g. queuing parents/children social distancing measures are put in place. 	<ul style="list-style-type: none"> • Employees fully briefed about the plans and protective measures identified in the risk assessment. • Regular staff briefings via email and zoom. • Keeping in touch with off-site workers on their working arrangements including their welfare, mental health and physical security. • Regular communications that those who have coronavirus symptoms, or who have someone in their household who does, are not to attend school. • Information shared about testing available for those with symptoms. • Subject leads to identify shared resources and how to prevent mixed contact (e.g. cleaning between bubbles or rotas 	<p>staggered so bubbles arrive at different times.</p> <ul style="list-style-type: none"> • Floor markings outside school to indicate distancing rules (if queuing during peak times). • Screen already in place to protect employees in reception. • Shared pens removed from reception. • Hand sanitiser provided at all entrances. • Pupils, staff and visitors to remove face coverings upon arrival at school and wash hands immediately on arrival. • Sealable plastic bags provided for reusable face coverings to take home with them where necessary. • Gathering at the school gates prohibited. • Staff on duty outside school to monitor protection measures. <p>Visitors</p>	<p>1 and the emotional wellbeing of the children in Reception, for the summer term only, Willow and Elm class will be considered as one bubble. This bubble will still say separate for lessons and when eating, but will be together for lunchtime break outside, allowing Willow class to socialise with a larger group of children (45 altogether). Staff will also be part of one bubble to allow them to work together over the period of transition in the summer term.</p> <ul style="list-style-type: none"> • Keep a record of pupils and staff in each bubble, lesson or close contact group. • School breakfast and after-school clubs will involve mixing of all bubbles across the school. A maximum number 	<p>home and provided with information on what to do next.</p> <ul style="list-style-type: none"> • An unwell child awaiting collection, will be isolated in the lobby with adult supervision from 2m+ (depending on age and needs of the child). • Staff caring for a child awaiting collection to keep a distance of 2 metres. • PPE to be worn by staff caring for the child if 2 metres distance cannot be maintained. • 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 symptoms of possible COVID-19 over the following 14 days. <p>Hand washing</p>	<ul style="list-style-type: none"> • 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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<ul style="list-style-type: none"> All bubbles will eat separately (either in the classrooms or hall) and be supervised by MDSAs and teachers/TAs to ensure staff are not crossing between bubbles during lunch as much as possible. Evaluate the capacity of rooms and shared areas. Plan for staggered lunches with more sittings to avoid mixing, allowing time for cleaning, devise seating plans, safe capacity etc. Consider door signs mounted to identify max number in room / toilets at one time. COVID-19 posters/signage displayed. Identify 'crunch points' (e.g. entrances/ exits/ corridors/ shared space and consider how movement can be staggered. There are no shared corridors in the school, so a one-way system will not be necessary, however, when moving around the school outside, a one-way system will be deployed and different classes will use different routes to avoid them meeting. In areas where queues may form, put down floor 	<p>for equipment use).</p> <ul style="list-style-type: none"> Identify and plan lessons that could take place outdoors. Consider how online resources can be used to shape remote learning. Plan for remote education for pupils, alongside classroom teaching in case of a lockdown or pupils having to isolate. <p>Parents/pupils</p> <ul style="list-style-type: none"> Review EHCPs where required. Educate pupils before they return about the need to stay apart from others and expectations around hygiene. Communicate to parents on the preventative measures being taken. Post the risk assessment or details of measures on school website. 	<ul style="list-style-type: none"> Wherever possible keep meetings on a virtual platform or via phone call (e.g. 1:1 sessions with professionals, recruitment interviews, parental meetings etc.). All governors meetings will take place online via a virtual platform. Parents/carers and visitors coming onto the site without an appointment is not to be permitted. Site guidance on physical distancing and hygiene is explained to visitors on or before arrival. Where possible visits arranged outside of school hours. A record kept of all visitors to assist NHS Test and Trace, including: <ul style="list-style-type: none"> the name; a contact phone number; date of visit; arrival and departure time; 	<p>of 20 children in the hall at one time will be kept to and no more than 30 children in the full bubble across the week. Accurate records are kept to ensure accurate contact tracing.</p> <p>Two bubbles will be created – Willow and Elm class children as one bubble and Maple and Oak class children as a second bubble. The two bubbles will be socially distanced during breakfast and after school club, with children in the two different bubbles kept at least 2m apart.</p> <ul style="list-style-type: none"> Staff members for breakfast and after school club will also remain 2m+ from all children whenever possible as different members of staff are needed across the week so they will be working across bubbles. <p>Minimise mixing</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. Pupils to clean their hands when they arrive at school, when they return from breaks, when they change rooms and before and after eating. 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. 	
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<p>markings to indicate distancing.</p> <ul style="list-style-type: none"> • Separate doors to each classroom will be used for in and out of the building (to avoid crossing paths) as well as separate gates in the mornings and separate entrances to the hall when necessary. • 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. • All rooms used by the children can be accessed directly from outside (to avoid shared use of corridors). • Organise classrooms for maintaining space between seats and desks. • Desks will be arranged in groups of four and occasionally six if necessary with at least 1m gap between pupils who are facing each other. Desks will be spaced out as much as possible in the space available. • Inspect classrooms and remove unnecessary items and furniture to make more space. 	<ul style="list-style-type: none"> • 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 and mobile phones. • Book bags are allowed. • All pupils given personal pack of equipment (pens, pencils, rulers, whiteboard etc.) to 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 minimising the use 	<ul style="list-style-type: none"> ○ the name of the assigned staff member. 	<ul style="list-style-type: none"> • Whatever the size of the bubble, they are to be kept apart from other groups where possible. • Groups use the same classroom or area of a setting throughout the day. Where shared spaces need to be used, they will be kept to the same bubble as much as possible and cleaned between use by different bubbles e.g. the hall. • 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. • Groups will stay within a specific “zone” of the site to minimise mixing. • The number of pupils in shared 	<ul style="list-style-type: none"> • Adults and pupils encouraged to use a tissue to cough or sneeze and use bins for tissue waste (‘catch it, bin it, kill it’) • Tissues to be provided. • Bins for tissues provided and are emptied throughout the day if full. • Singing should not take place in groups larger than 15 in their bubbles such as school choirs and ensembles, or school assemblies. • Brass and wind instrument playing will take place with single bubbles in the school hall where there is a larger space with good ventilation. In line with Gloucestershire music advice, teacher will be at the front of class 2m+ with mask and Perspex screen. All instruments will be individually labelled and only 	
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<ul style="list-style-type: none"> Teachers and TAs will implement an enhanced cleaning schedule that includes frequent cleaning of rooms, shared areas that are used by different groups, frequently touched surfaces and resources. Interserve cleaning staff will then clean all rooms thoroughly in line with normal cleaning schedule each evening. <p>Timetabling and lessons</p> <ul style="list-style-type: none"> Staggered starts or adjusting start and finish times will ensure groups are kept apart as they arrive at and leave school. Staggered break times and lunch times to avoid mixing and time for cleaning surfaces in the dining hall between groups. 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. Prepare arrangements to allow remote learning to take place should a partial or full closure of the school be required, at 	<p>of public transport and how to reduce the risks of transmission outside of school.</p> <ul style="list-style-type: none"> Staggered drop-off and collection times planned and communicated to parents. 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 child (to avoid face to face meetings). Communications to parents (and young people) includes advice on transport. <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). Assurances that caterers comply 		<p>spaces (e.g. halls, dining areas and playground or external sports facilities) is limited to specific bubbles during the school day and cleaned in between use by different 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 clearly indicated. Multiple groups do not use outdoor equipment simultaneously. Limiting the number of pupils who use the toilet facilities at one time – one child at a time to be allowed to use the toilet and children only to use the toilets in their classroom – not the toilets near to the hall at any time as these will be used by staff members from different bubbles. 	<p>used by the same child each week. Instruments and mouthpieces will be sanitised and only used once each week. Children will be spaced out in the hall as much as possible and all facing forwards with 1m between rows.</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; playing outside wherever possible; positioning pupils back-to-back or side-to-side; avoiding sharing of instruments; ensuring good ventilation. <p>Cleaning</p> <ul style="list-style-type: none"> Sanitising spray and paper towels to be provided in classrooms for use 	
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<p>any point in the next academic year.</p> <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"> Safeguarding/child protection Behaviour Curriculum NQTs Special educational needs Visitors to school Ensure website is compliant with regards to the publishing of policies. Establish a visitors' protocol so that parents, contactors, professionals working with individual children are clear about the infection control measures that you have in place. 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> <ul style="list-style-type: none"> Leadership understands the NHS Test and Trace process and how to contact their local Public 	<p>with the guidance for food businesses on COVID-19.</p> <ul style="list-style-type: none"> Discussion with caterers to agree arrangements for staggered lunches (e.g. seating capacity, holding hot food, cleaning between sittings, distancing and minimising contacts). Communication with other building users (e.g. lettings, extended school provision, regular visitors, etc.) Limit visitors by exception (e.g. for priority contactors, emergencies etc.). 		<ul style="list-style-type: none"> Allow pupils to have access to toilets at all times during the day to prevent queues developing at social times. The same teacher(s) and other staff are assigned to each bubble and, as far as possible, these stay the same. Staff that move between classes and year groups, to keep their distance from pupils and other staff. To avoid mixing during breakfast and after-school clubs, all children from different bubbles will be kept at least 2m apart at all times. Children will given a space to sit in and will stay seated throughout. Food and drink will be consumed at their given space. <p>Distancing</p> <ul style="list-style-type: none"> Staff to keep 2 metres from other 	<p>by members of staff.</p> <ul style="list-style-type: none"> Thorough cleaning of rooms at the end of the school day by Interserve cleaner. 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 cleaned frequently and meticulously and always between bubbles and 72 hours left between use by different bubbles. Outdoor equipment appropriately cleaned frequently. Class toilets to be cleaned regularly and shared staff toilets to be cleaned after use. Staff providing close hands-on contact with pupils need to increase 	
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<p>Health England health protection team.</p> <ul style="list-style-type: none"> • Plan how 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. 			<p>adults as much as possible.</p> <ul style="list-style-type: none"> • Where possible staff to maintain distance from their pupils, staying at the front of the class. • Staff to avoid close face to face contact and minimise time spent within 1 metre of anyone. • Supply teachers, peripatetic teachers and/or other temporary staff to minimise contact and maintain as much distance as possible from other staff. • The occupancy of staff rooms and offices limited by use of Head's office as an extra staffroom so that only two bubbles are using the same staffroom and separate bubbles can be kept 2m apart from each other. • Use of staff rooms to be minimised by giving extra spaces for staff to 	<p>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> <p>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:</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 care needs that involves the use of PPE, in which case the same PPE should continue to be used. 	
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			<p>eat their lunch separately from each other.</p> <ul style="list-style-type: none"> • Staff in shared spaces (e.g. office) to avoid working facing each other and be 2m apart where possible. • 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 open, where safe to do so to limit use of door handles. Ensure closed when premises unoccupied. • Taking books and other shared resources home limited and unnecessary sharing avoided. • Staff and pupils to have their own individual and very frequently used equipment, such 	<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 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. 	
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			<p>as pencils and pens.</p> <p>PE and School Sport</p> <ul style="list-style-type: none"> • Pupils kept in same consistent bubbles where possible during PE and sport. • Sports equipment thoroughly cleaned between each use and 72 hours left between equipment being shared between bubbles. • Contact sports avoided until guidance changes. • Outdoor sports will be prioritised where possible. • Swimming pools are not used until guidance changes. • Distance between pupils from mixed bubbles will be maximised. • Sporting activities delivered by external coaches, clubs and organisations will only go ahead if they can satisfy the above requirements. 	<ul style="list-style-type: none"> • dispose of all waste safely. 	
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			<p>Educational Visits and journeys</p> <ul style="list-style-type: none"> • From the autumn term, non-overnight educational visits only. • Risk assessments of visits and journeys to be undertaken by visit leaders. • No overnight and overseas visits until government guidance changes. • Pupils grouped together on transport in the same bubbles that are adopted within school where possible. • Journey's planned with to allow distancing within vehicles (this may mean large vehicles or more are used). • Use of hand sanitiser upon boarding and/or disembarking • Cleaning of vehicles between each journey. <p>Transition Sessions</p> <ul style="list-style-type: none"> • New Reception children will come to school on 5 		
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			<p>occasions in the summer term. The first four visits will be 1 hour and the children will be outside throughout. The final visit will take place in the classroom. For all 5 sessions COVID secure measures will be in place in line with school guidelines and the children will be treated as a bubble in school.</p> <ul style="list-style-type: none">• The first two visits will be bubbles of 7 with children from the same pre-school setting kept in the same bubble where possible. The final 3 visits will be a bubble of 14 children.• All adult transition meetings will take place online.• Adults coming in to school to drop off and pick up their children will do so separately from current school parents and in line with school COVID guidance.		
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<ul style="list-style-type: none">• https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools• 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/guidance/maintaining-records-of-staff-customers-and-visitors-to-support-nhs-test-and-trace					