

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
<p>Buildings</p> <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.). Staff informed to keep windows and internal classroom doors open to improve ventilation 	<p>Employees</p> <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. 	<p>Access</p> <ul style="list-style-type: none"> Entry points to school controlled (including deliveries). Building access rules clearly communicated through signage on entrances. School start times staggered so bubbles arrive at different times. Floor markings outside school to indicate distancing 	<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"> Consistent groups of pupils split into bubbles. Class groups will be kept together in separate 'bubbles' throughout the day and do not mix 	<p>Minimise contact with individuals who are unwell:</p> <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 and trades union Safety Reps on risk assessments. Risk assessment published on school intranet and website. Nominated employees tasked to monitoring protection measures. Senior Leadership Team. Members of staff are on duty at breaks to ensure

<ul style="list-style-type: none"> • Make provision for children who display COVID-19 symptoms/ become ill during the day to be isolated. Space should be identified in addition to the usual medical room. • 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. • Consider if the school site can be split into separate zones where groups of pupils can remain to minimise mixing. • Create a plan of the building to mark out areas where bubbles do not mix (e.g. classrooms) and where mixing is more likely and so where distancing and other measures are required. • Consider separate facilities be provided for meals and refreshments in different zones (e.g. pods, kiosks, cafes). 	<ul style="list-style-type: none"> • 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. • Information shared about testing available for those with symptoms. • Where there are appropriate sources of guidance (e.g. CLEAPSS, afPE, CILIP, etc.) Heads of Departments/ teachers should 	<p>rules (if queuing during peak times).</p> <ul style="list-style-type: none"> • Office glass screen to remain closed and locked • Shared pens removed from reception. • Visitors book removed from reception area and office staff sign in visitors to the school • Hand sanitiser provided at main entrance and in classrooms. • Pupils, staff and visitors to remove face coverings at school and wash hands immediately on arrival. • Covered bins provided on entrances to dispose of temporary face coverings. • Sealable plastic bags provided for reusable face coverings to take home with them. • Gathering at the school gates discouraged. • Staff on duty outside school to 	<p>with other groups whilst indoors.</p> <ul style="list-style-type: none"> • Phase bubbles outdoors at playtimes and lunchtimes • Keep a record of pupils and staff in each bubble, lesson or close contact group. • School breakfast and after-school clubs to keep to a KS1 And a KS2 bubble. Maximum of 30 children in total <p>Minimise mixing</p> <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. • Mixing between bubbles kept to a minimum during arrival, lunchtime, breaks and departure. • Pupil movements around the school site, either in groups or 	<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 a suitable room with or without adult supervision (depending on age and needs of the child). Headteacher's Office • 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, then gloves, an apron and a face mask should be worn ○ eye protection where there is a risk of fluids entering the eye, for example, from coughing, 	<p>compliance with rules.</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"> 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. Consider one-way system if possible for circulation around the building. Stairways to be up or down only. Put down floor markings along the middle of two-way corridors/stairs to keep groups apart and 'keep left' signs. In areas where queues may form, put down floor markings to indicate distancing. Can separate doors be used for in and out of the building (to avoid crossing paths). Identify doors that can be propped open (to limit use of door handles and aid 	<p>refer to curriculum specific guidance.</p> <ul style="list-style-type: none"> Heads of Departments/ teachers to identify shared resources and how to prevent mixed contact (e.g. cleaning between bubbles or rotas for equipment use). 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. 	<p>monitor protection measures.</p> <p>Visitors</p> <ul style="list-style-type: none"> Wherever possible keep meetings on a virtual platform (e.g. 1:1 sessions with professionals, recruitment interviews, parental meetings etc.). 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>individuals is controlled to limit contact and mixing.</p> <ul style="list-style-type: none"> Groups will stay within a specific "zone" of the site to minimise mixing. 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. Large gatherings such as assemblies or collective worship with more than one group to be avoided. 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 prevent queues developing at social times. 	<p>spitting or vomiting.</p> <ul style="list-style-type: none"> 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"> 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 	
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<p>ventilation) taking account of fire safety and safeguarding. Seek advice from SHE if necessary.</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. Arrange desks seating pupils side by side and facing forwards. 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 are used by different groups and frequently touched surfaces. <p>Timetabling and lessons</p> <ul style="list-style-type: none"> Consider staggered starts or adjusting start and finish times to keep groups apart as they arrive and leave school. Stagger break times and lunch times to avoid mixing and time for cleaning surfaces in the dining hall between groups. 	<ul style="list-style-type: none"> 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 and mobile phones. Bags are allowed. All pupils told to provide personal equipment (pens, pencils, rulers calculators etc.) to ensure no shared use in class. Parents informed only one parent to 	<ul style="list-style-type: none"> the name of the assigned staff member. <p>Open Days/ Parents Evenings</p> <p>GCC recommends:</p> <ul style="list-style-type: none"> Open days, parents evenings and other events will be avoided. Events will be held on a virtual platform to avoid gatherings in school. <p>Where such events do take place:</p> <ul style="list-style-type: none"> Any large parents' events will be planned and risk assessed for COVID-19. Measures taken to ensure the strict adherence to social distancing of 2 metres. The size and circumstance of the rooms/spaces will determine the maximum number of people that can be accommodated while also facilitating social distancing. In determining the number of people that can 	<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. Staff that move between classes and year groups, to keep their distance from pupils and other staff. (Music Specialist) To avoid mixing during breakfast and after-school clubs, groups will be split into smaller KS1 and KS2 bubbles. <p>Distancing</p> <ul style="list-style-type: none"> Staff to keep 2 metres from other adults as much as possible. 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. 	<p>washing or sanitiser.</p> <ul style="list-style-type: none"> 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. 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 	
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<ul style="list-style-type: none"> 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 any point in the next academic year. <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 	<p>accompany child to school.</p> <ul style="list-style-type: none"> Parents and pupils encouraged to walk or cycle where possible. Clear messages to pupils about minimising the use of public transport and 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. 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>	<p>reasonably follow 2 metres distancing the total floorspace as well as likely pinch points and busy areas taken into account (e.g. entrances, exits).</p> <ul style="list-style-type: none"> Attendees will be pre-bookings only to manage numbers and will help with the Test and Trace (see below). Weather permitting, stalls set up outside as the risk of transmission is lower outdoors. Making use of multiple exit and entry points. Introduce a one-way flow in and out, with appropriate floor markings or signage. Any changes to entrances, exits and queues take into account the need to make reasonable adjustments for those who need them, such as 	<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 other staff. The occupancy of staff rooms and offices limited. Use of staff rooms to be minimised. Staff in shared spaces (e.g. office) to avoid working facing each other. 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 	<p>emptied throughout the day where necessary.</p> <ul style="list-style-type: none"> Singing, wind and brass playing should not take place in larger groups such as school choirs and ensembles, or school assemblies. 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; limiting group sizes to no more than 15; positioning pupils back-to-back or side-to-side; avoiding sharing of instruments; ensuring good ventilation. <p>Ventilation</p> <ul style="list-style-type: none"> Increase the supply of fresh air by opening windows and doors 	
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<p>the headteacher) work-life balance and wellbeing. Information shared about the extra mental health support for pupils and teachers is available.</p> <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 Health England health protection team. 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>Swimming</p> <ul style="list-style-type: none"> Staff read and understood Swim England Return to Pools Guidance. Review Normal Operating Procedure (NOP) and Emergency Action Plan (EAP). The capacity of classes calculated before lessons can be permitted. 	<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 (e.g. seating capacity, holding hot food, cleaning between sittings, distancing and minimising contacts). Liaison with transport providers to cater for any changes to start and finish times and confirm protective measures during journeys. Communication with other building users (e.g. lettings, extended school 	<p>people with disabilities.</p> <ul style="list-style-type: none"> Arrival and departure times of different group will be effectively supervised so as to reduce the pressure at exits and entrances. Queues managed to reduce the risk of congestion Socially distanced queuing systems. Frequently touched surfaces cleaned regularly. On entering and leaving everyone, to wash their hands. Hand gel will be provided Wearing face coverings if maintaining 2m distancing is difficult. Toilets kept open and carefully managed e.g. avoid overcrowding, ensure distancing, regular cleaning. To support the NHS Test and Trace a temporary record of attendees to be 	<p>resources home limited, although unnecessary sharing avoided.</p> <ul style="list-style-type: none"> Staff and pupils to have their own individual and very frequently used equipment, such as pencils and pens. Individual named pencil cases and stationary provided for all children. <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. Staff fully aware of COVID-19 guidance for re-starting competitive sport issued by the relevant governing bodies and the required actions for each sport. Outdoor sports should be prioritised where possible. 	<p>(where safe to do so).</p> <ul style="list-style-type: none"> Use ceiling fans or desk fans for good air circulation if there are any available in school Ensure parents are aware of the need to keep windows open throughout the winter months and encourage them to send children in with adequate layers. <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 	
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<ul style="list-style-type: none"> • If using external swimming provision, liaise with the provider and discuss any changes, to check the risks have been assessed and they have implemented COVID-secure control measures following guidance. • The same bubbles from the classroom will be applied to the pool groups. • When delivering swimming lessons teachers and assistant deliver from the poolside. • The numbers of personnel on poolside sufficient to ensure safety and teaching whilst maintaining social distancing. • Where practical, each swimming teacher to deliver from alternate sides of the pool. • A consistent way of moving around poolside established to reduce staff cross-overs and promote social distancing practice (e.g. one way). • Hand gel provided for staff • Sufficient time between lessons for cleaning and to reduce the chance of bubbles overlapping at the poolside and in changing rooms. 	<p>provision, regular visitors, etc.)</p> <ul style="list-style-type: none"> • Limit visitors by exception (e.g. for priority contractors, emergencies etc.). <p>Lettings and non-school users</p> <ul style="list-style-type: none"> • Out of school settings for children are permitted if those responsible for them are ready to do so and they can do so safely, following COVID-19 Secure guidelines. • A risk assessment should determine the maximum capacity of a hall or hire space while able to maintain social distancing according to the current relevant guidelines. • Any groups hiring the facilities must refer to relevant government guidance or their own associations and national governing body for guidance on running the club or event following the 	<p>kept for 21 days, in a way that is manageable. This will include name and contact number.</p> <p>Evacuation procedures reviewed, particularly if normal fire exits are changed or inaccessible.</p>	<ul style="list-style-type: none"> • Large indoor spaces used where it is not. • 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. <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. 	<p>science equipment) to be 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. • 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>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) 	
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<ul style="list-style-type: none"> All equipment should be sanitised before and after each activity. Where possible submerge equipment in adequately disinfected swimming pool water. <p>Pupils do not share equipment.</p>	<p>COVID-19 guidelines.</p> <ul style="list-style-type: none"> The school can ask any hiring organisation to provide evidence of their risk assessment. Review existing lettings/hire agreements and amend or supplement as necessary to include specifics of what the school will do and what the hirers are responsible for (e.g. cleaning, sharing equipment, hand washing or sanitiser, what happens if anyone shows symptoms or tests positive to COVID-19, etc.). 		<ul style="list-style-type: none"> 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>symptoms while at schools, and only then if a distance of 2 metres cannot be maintained</p> <ul style="list-style-type: none"> 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. <p>Face coverings (In the event of local lockdowns or restrictions, or at the discretion of the school at all other times):</p> <ul style="list-style-type: none"> Face coverings to be worn by pupils, and staff or visitors (unless exempt), where social distancing cannot be maintained moving around the premises (e.g. in corridors). Staff or visitors will be asked to wear face coverings in areas outside of classrooms where social distancing is not possible (e.g. staffrooms or offices). 	
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				<ul style="list-style-type: none"> • Pupils, staff and visitors will be expected to provide their own face covering. • A supply of face coverings will be 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. <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: • washing hands or using hand sanitiser, before 	
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				<p>and after treating injured person;</p> <ul style="list-style-type: none"> • 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. • dispose of all waste safely. 	
<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 					