

Safety, Health and Environment (SHE)

GCC COVID-19 RISK ASSESSMENT PROCESS FOR SCHOOLS DURING THE NATIONAL LOCKDOWN



This is an update of the GCC COVID-19 Risk Assessment to support the return of schools and educational settings from January 2021. The aim of the risk assessment is to implement protective measures in government guidance 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. This update is to reflect the changes in the government guidance whilst restricting attendance during the national lockdown.

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.

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. Individuals who are clinically extremely vulnerable are advised to shield by staying at home.

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, lifts, etc.). Reviewing emergency and evacuation procedures (e.g. fire wardens, escape routes, roll-call, assembly areas, etc.). 	<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. Consider personal risk factors: age, pregnancy, existing health conditions and 	<p>Access</p> <ul style="list-style-type: none"> Entry points to school controlled (including deliveries). Building access rules clearly communicated through 	<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"> Very small schools or APS unable to prevent mixing 	<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. 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, during lockdown 3, will be isolated in the KS3 building 	<ul style="list-style-type: none"> Consultation with employees and trades union Safety Reps on risk assessments. Risk assessment published on school

<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, 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. • Consider if the school site can be split into separate zones where groups of pupils can remain to minimise mixing. 	<p>ethnicity and where necessary conduct individual risk assessments.</p> <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 	<p>signage on entrances.</p> <ul style="list-style-type: none"> • Screens installed to protect employees in reception. • Shared pens removed from reception. • Touch screen signing in devices in reception cleaned regularly. • Hand sanitiser provided at all entrances. • Bins provided on entrances to dispose of temporary 	<p>to adopt whole school bubbles as part of their system of control.</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 to keep to the bubbles used during the school day where possible. <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. All groups are part 	<p>with adult supervision (depending on age and needs of the child).</p> <ul style="list-style-type: none"> • 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 visor and face mask ○ 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, spitting or vomiting. • Staff member supervising to put on PPE before the child enters the room. A pack of PPE for staff will be available in the room. • 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>	<p>intranet and website.</p> <ul style="list-style-type: none"> • Nominate employees tasked to monitoring protection measures. • 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
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<ul style="list-style-type: none"> • 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, separate staff rooms). • Evaluate the capacity of rooms and shared areas. • Consider door signs mounted to identify max number in room/toilets at one time. • COVID-19 posters/signage displayed. • Consider one-way system if possible for circulation around the building. • Stairways to be up or down only. 	<p>someone in their household who does, are not to attend school.</p> <ul style="list-style-type: none"> • 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 refer to curriculum specific guidance. • Heads of Departments/teachers to identify shared resources and how to prevent mixed contact (e.g. cleaning between 	<p>face coverings.</p> <ul style="list-style-type: none"> • The temperature of all staff, pupils and visitors taken on entry to school. <p>Visitors</p> <ul style="list-style-type: none"> • Wherever possible keep meetings on a virtual platform. • Parents/carers and visitors coming onto the site without an appointment is not to be permitted. • Site guidance 	<p>of the same bubble.</p> <ul style="list-style-type: none"> • Pupil movements around the school site, either in groups or individuals is controlled to limit contact and mixing. • One way system in place in the social area. • Markings on corridor floor to encourage pupils and staff to keep left. • Alternative spaces to be offered at lunch to reduce the number of people in the social area. • The number of pupils who use the toilet 	<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 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’) 	<p>by school leaders.</p> <ul style="list-style-type: none"> • 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"> • 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 ventilation) taking account of fire safety and safeguarding. Seek advice from SHE if necessary. • Identify rooms that can be accessed directly from outside (to avoid shared use of corridors). • Organise classrooms for maintaining space between seats and desks. 	<p>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 	<p>on physical distancing and hygiene is explained to visitors on or before arrival.</p> <ul style="list-style-type: none"> • 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; 	<p>facilities at one time is limited.</p> <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. <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 	<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 – Door to social area to be open or roof windows open • 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 natural background ventilation and open internal doors to increase air flow. • Only open windows fully when rooms are unoccupied for longer periods to purge the air (e.g. lunch times and before and after school). • Action should be 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 air circulation. • Air conditioning systems that normally run with a recirculation 	
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<ul style="list-style-type: none"> • 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. 	<p>to the plans put in place.</p> <ul style="list-style-type: none"> • 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 accompany child to school. • Parents and pupils encouraged to 	<ul style="list-style-type: none"> ○ 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. 	<p>within 1 metre of anyone.</p> <ul style="list-style-type: none"> • Telephone messages will be communicated via email. • Reception office access restricted to head and admin team. • 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. 	<p>mode set up to run on full outside air.</p> <ul style="list-style-type: none"> • Ventilations system that removes and recirculates air to different rooms is turned off. • Ventilation system remains on at all times, even when the building is unoccupied. The system set to operate at lower ventilation rates during evenings and weekends. • 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>Testing</p> <ul style="list-style-type: none"> • All staff and secondary age pupils offered weekly testing. <p>Music</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; ○ limiting group sizes; 	
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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. <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 	<p>walk or cycle where possible.</p> <ul style="list-style-type: none"> • 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 		<ul style="list-style-type: none"> • Use of staff rooms to be minimised. • Only 5 staff to use the staffroom, at specific stations. Other stations have been identified for staff elsewhere. • Staff in shared spaces (e.g. office) to avoid working facing each other. • A Weekly staff briefing, via teams, will be held in place of daily briefings and usual staff meeting. • Use a simple 'no touching' approach for young children to understand the need to maintain distance. 	<ul style="list-style-type: none"> ○ 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 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 to be cleaned frequently and meticulously and always between bubbles. • 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. 	
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<p>about the infection control measures that you have in place.</p> <ul style="list-style-type: none"> 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 Health England health protection team. Plan how to inform staff members and parents/ carers that they will need to be ready and willing to 	<p>child (to avoid face to face meetings).</p> <ul style="list-style-type: none"> 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, food supplies, hygiene suppliers). Assurances that caterers comply with the guidance for food businesses on COVID-19. Discussion with caterers to agree arrangements 		<ul style="list-style-type: none"> Older children to be encouraged to keep their distance. <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, although unnecessary sharing avoided. Staff and pupils to have their own individual and very frequently used equipment, 	<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 care needs that involves the use of PPE, in which case the same PPE should continue to be used. <p>Face coverings</p> <ul style="list-style-type: none"> Face coverings to be worn by older pupils, and staff or visitors (unless exempt), outside classrooms and when moving around the premises (e.g. in corridors). 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 	
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<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>School specific considerations</p> <ul style="list-style-type: none"> ● Pupils not to share equipment ● Risk assessment for ongoing AP services ● Limit number of staff using staff room ● Suitably large spaces to be used for meetings and briefings ● Shared equipment, eg radios to be sanitised after use ● Communication of telephone messages 	<p>for staggered lunches (e.g. seating capacity, holding hot food, cleaning between sittings, distancing and minimising contacts).</p> <ul style="list-style-type: none"> ● 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 provision, regular visitors, etc.) ● Limit visitors by exception (e.g. for priority contractors, 		<p>such 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. ● Outdoor sports should be prioritised where possible. ● Large indoor spaces used where it is not. ● Sporting activities delivered by external coaches, clubs and organisations 	<p>not have one due to having forgotten it or it has become soiled or unsafe.</p> <ul style="list-style-type: none"> ● 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: <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- 	
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<ul style="list-style-type: none"> • Restriction of access to reception office 	<p>emergencies etc.).</p> <ul style="list-style-type: none"> • No lettings during lockdown. 		<p>will only go ahead if they can satisfy the above requirements.</p> <p>Educational Visits and journeys</p> <ul style="list-style-type: none"> • No educational visits to take place during national lockdown. 	<p>to-mouth ventilation in asphyxial arrest.</p> <ul style="list-style-type: none"> ○ dispose of all waste safely. 	
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