

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.

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

Prepare Building, timetables and lessons, policies and procedures		Notes	Prepare Employees, Parents and pupils and other site users		Notes
Buildings			Employees		
<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.). 	Y		<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. 	Y	Risk assessment taken to staff meeting.
<ul style="list-style-type: none"> Reviewing emergency and evacuation procedures (e.g. fire wardens, escape routes, roll-call, assembly areas, etc.). 	Y		<ul style="list-style-type: none"> Consider personal risk factors: age, pregnancy, existing health conditions and ethnicity and where necessary conduct individual risk assessments. 	Y	Monitor TP
<ul style="list-style-type: none"> Ventilation and AC systems working optimally; (ventilation system should be kept on continuously, with lower ventilation rates when people are absent). 	Y	Windows in central area opened every morning by RB	<ul style="list-style-type: none"> Employees fully briefed about the plans and protective measures identified in the risk assessment. 	Y	
<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. 	Y	Resources room identified and prepared.	<ul style="list-style-type: none"> Regular staff briefings. 	Y	
<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. 	Y	Monitored by RB / TB	<ul style="list-style-type: none"> Regular communications that those who have coronavirus symptoms, or who have someone in their household who does, are not to attend school. 	Y	
<ul style="list-style-type: none"> Provide suitable and sufficient bins to support pupils and staff to follow the 'catch it, bin it, kill it' approach. 	Y	Bins in every classroom	<ul style="list-style-type: none"> Information shared about testing available for those with symptoms. 	Y	
			<ul style="list-style-type: none"> Where there are appropriate sources of guidance (e.g. CLEAPSS, afPE, CILIP, etc.) Heads of Departments/ teachers should refer to curriculum specific guidance. 	Y	Guidance on display in reception.

<ul style="list-style-type: none"> • Provide sufficient tissues in all rooms. 	Y	Supplies monitored by TB	<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). 	Y	Each bubble to have own resources. Rota for cleaning.
<ul style="list-style-type: none"> • Consider if the school site can be split into separate zones where groups of pupils can remain to minimise mixing. 	Y	Zones for playtime, lunchtime, class bubbles	<ul style="list-style-type: none"> • Identify and plan lessons that could take place outdoors. 	Y	Outdoor learning planned by staff.
<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. 	Y	Plan for Hall – Lunch + breakfast club zones	<ul style="list-style-type: none"> • Consider how online resources can be used to shape remote learning. 	Y	Work with SAS group on this
<ul style="list-style-type: none"> • Evaluate the capacity of rooms and shared areas. 	Y		<ul style="list-style-type: none"> • Plan for remote education for pupils, alongside classroom teaching in case of a lockdown or pupils having to isolate. 	Y	Cloud drive already in use.
<ul style="list-style-type: none"> • Plan for staggered lunches with more sittings to avoid mixing, allowing time for cleaning, devise seating plans, safe capacity etc. 	Y	Seating plan in place with safe capacity.	<p>Parents/pupils</p> <ul style="list-style-type: none"> • Review EHCPs where required. 	Y	All reviewed ready for September.
<ul style="list-style-type: none"> • Consider door signs mounted to identify max number in room / toilets at one time. 	Y	Door signage made.	<ul style="list-style-type: none"> • Educate pupils before they return about the need to stay apart from others and expectations around hygiene. 	Y	Letter to parents
<ul style="list-style-type: none"> • COVID-19 posters/ signage displayed. 	Y		<ul style="list-style-type: none"> • Communicate to parents on the preventative measures being taken. 	Y	
<ul style="list-style-type: none"> • Identify 'crunch points' (e.g. entrances/ exits/ corridors/ shared space and consider how movement can be staggered 	Y	Junior toilets – system in place for reduced capacity.	<ul style="list-style-type: none"> • Post the risk assessment or details of measures on school website. 	Y	Text messaging service to be used – double texts to remind all.
<ul style="list-style-type: none"> • In areas where queues may form, put down floor markings to indicate distancing. 	Y	Outside school gate.	<ul style="list-style-type: none"> • Parents and pupils informed about the process that has been agreed for drop off and collection. 	Y	RB email checked daily over summer.
<ul style="list-style-type: none"> • Can separate doors be used for in and out of the building (to avoid crossing paths). 	Y	One gate per bubble to be used.	<ul style="list-style-type: none"> • Ensure parents have a point of contact for reassurance as to the plans put in place. 	Y	On letter to parents
<ul style="list-style-type: none"> • 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. 	Y	Staff informed	<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. 	Y	Small bags only due to space limitations.
<ul style="list-style-type: none"> • Identify rooms that can be accessed directly from outside (to avoid shared use of corridors). 	Y	All classrooms	<ul style="list-style-type: none"> • Bags are allowed. 	Y	Individual pencil pots for every child on their desk
<ul style="list-style-type: none"> • Organise classrooms for maintaining space between seats and desks. 	Y	Seating plan in place	<ul style="list-style-type: none"> • All pupils told to provide personal equipment (pens, pencils, rulers calculators etc.) to ensure no shared use in class. 		

<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>Y</p> <p>Y</p> <p>Y</p>	<p>Junior classes only</p> <p>During staff meeting.</p> <p>Meeting planned with cleaning company to highlight need.</p>	<ul style="list-style-type: none"> • Parents informed only one parent to accompany child to 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). 	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<p>Plan in place – texts to be sent out twice.</p> <p>On letter</p>
<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. • 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>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<p>Plan in place and shared with all staff</p> <p>Children to only enter central area of school with an adult.</p> <p>Work with SAS</p>	<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 (e.g. seating capacity, holding hot food, cleaning between sittings, distancing and minimising contacts). • Limit visitors by exception (e.g. for priority contractors, emergencies etc.). 	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<p>Caterlink used.</p> <p>Discussion with Cook already taken place.</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 	<p>Y</p> <p>Y</p> <p>Y</p>	<p>Policies updated and shared with Governors for September start.</p> <p>Visitor protocol to be written and ratified by Govs</p>	<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. 	<p>Y</p> <p>Y</p>	<p>After school club informed and safety measures in place.</p>

<p>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. 	Y	Discussion at Governor meeting July 2020.			
<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. 	Y	Information in HT office + reception			
	Y	On letter to parents			

DO

Control Access and Visitors	Notes	Minimise contacts and social distancing	Notes	Infection Control Measures	Notes
<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. 	<p>Access controlled by secure gate.</p> <p>Signs made and in place.</p> <p>Yes</p>	<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 groups of pupils split into bubbles. Class groups will be kept together in separate 'bubbles' throughout the 	<p>Class bubbles in place, no mixing during the day.</p>	<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, 	<p>In place</p> <p>Space</p>

<ul style="list-style-type: none"> Floor markings outside school to indicate distancing rules (if queuing during peak times). Screens installed to protect employees in reception. Shared pens removed from reception. Hand sanitiser provided at all entrances. Pupils, staff and visitors to remove face coverings at school and wash hands immediately on arrival. Gathering at the school gates prohibited. Staff on duty outside school to monitor protection measures. <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 	<p>Tape purchased</p> <p>Screen in place</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Shared with all parents</p> <p>yes</p> <p>shared with all staff</p> <p>shared with parents</p> <p>yes</p>	<p>day and do not mix with other groups.</p> <ul style="list-style-type: none"> Where pupil numbers are lower, implement key stage bubbles. 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. 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. 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 	<p>KS1 bubble in place</p> <p>Plans held by RB</p> <p>Small bubble for breakfast club</p> <p>No mixing of bubbles.</p> <p>Yes</p> <p>Own door to classroom to be used.</p> <p>Yes</p> <p>Yes – classroom</p> <p>yes</p>	<p>sent 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). Staff caring 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"> 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. 	<p>Organised</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>signs in all classrooms</p> <p>yes</p> <p>sinks in every classroom.</p>
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<p>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; ○ arrival and departure time; ○ the name of the assigned staff member. 	<p>Yes</p> <p>Electronic copy to be kept by TB</p>	<p>exercise is limited to specific 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. • 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, a carousel system to be operated with children from different bubbles rotating between activities (e.g. inside, outside, snack time etc.) with cleaning surfaces between groups. <p>Distancing</p>	<p>Yes</p> <p>Yes – tape purchased</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes – apart from PPA</p> <p>Yes</p> <p>Plan in place and shared with relevant staff.</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 emptied throughout the day. • 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; 	<p>Yes – systems in place</p> <p>Yes</p> <p>Effective handwashing taught in each class.</p> <p>Posters in classrooms</p> <p>TB to monitor and buy</p> <p>Singing worship on hold until further guidance</p> <p>Yes</p>
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		<ul style="list-style-type: none"> 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 consistent bubbles where possible during PE and sport. Sports equipment thoroughly cleaned between each use. Contact sports avoided until guidance changes. Outdoor sports should be prioritised where possible. Large indoor spaces used where it is not. 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. <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. 	<p>In place – staff informed.</p> <p>Yes</p> <p>Staff informed</p> <p>Yes</p> <p>Yes</p> <p>yes</p> <p>yes</p>	<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 care needs that involves the use of PPE, in which case the same PPE should continue to be used. <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 and after treating injured person; wear gloves or cover hands when dealing with open wounds; if CPR is required on an adult, attempt compression 	<p>Staff informed</p>
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		<ul style="list-style-type: none"> • 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>yes</p> <p>yes</p> <p>in place</p>	<p>only CPR and early defibrillation until the ambulance arrives;</p> <ul style="list-style-type: none"> • 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. 	
<p>REVIEW</p> <p>Communicate and Review Arrangements</p>					
<ul style="list-style-type: none"> • Consultation with employees and trades union Safety Reps on risk assessments. 	<ul style="list-style-type: none"> • Risk assessment published on school intranet and website. 	<ul style="list-style-type: none"> • Nominated employees tasked to monitoring protection measures. 	<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. 	<ul style="list-style-type: none"> • The effectiveness of prevention measures will be monitored by school leaders. 	<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.
<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 					