

Safety, Health and Environment (SHE)

GCC COVID-19 RISK ASSESSMENT PROCESS FOR reopening SCHOOLS From 8th March



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

<ul style="list-style-type: none"> 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. 	Y	Meeting planned with cleaning company to highlight need.	<ul style="list-style-type: none"> Encourage parents to phone school and make telephone appointments if they wish to discuss their child (to avoid face to face meetings). 	Y	
<p>Timetabling and lessons</p>			<p>Others</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. 	Y	Plan in place and shared with all staff	<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). 	Y	Caterlink used.
<ul style="list-style-type: none"> Stagger break times and lunch times to avoid mixing and time for cleaning surfaces in the dining hall between groups. 	Y		<ul style="list-style-type: none"> Assurances that caterers comply with the guidance for food businesses on COVID-19. 	Y	
<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. 	Y	Children to only enter central area of school with an adult.	<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). 	Y	Discussion with Cook already taken place.
<ul style="list-style-type: none"> 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. 	Y	Work with SAS	<ul style="list-style-type: none"> Limit visitors by exception (e.g. for priority contractors, emergencies etc.). 	Y	
<p>Policies and procedures</p>			<p>Lettings and non-school users</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 	Y	Policies updated and shared with Governors for September start.	<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. 	Y	After school club informed and safety measures in place.
<ul style="list-style-type: none"> Ensure website is compliant with regards to the publishing of policies. 	Y	Visitor protocol to be written and ratified by Govs	<ul style="list-style-type: none"> Hire to external providers permitted for before and after-school educational activities and wraparound childcare for your pupils permitted (for vulnerable children and to support parents to work, attend education or access medical care). 		
<ul style="list-style-type: none"> 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. 	Y				
<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 	Y	Discussion at Governor meeting Feb 21.	<ul style="list-style-type: none"> No other lettings at this stage. 		

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 <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. Floor markings outside school to indicate distancing rules (if queuing during peak times). Signs to remind parents to avoid congregating, social distancing rules etc. 	<p>Access controlled by secure gate.</p> <p>Signs made and in place.</p> <p>Yes</p> <p>Tape purchased</p> <p>Signs refreshed and on gate</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 day and do not mix with other groups. Where pupil numbers are lower, implement key stage bubbles. 	<p>Class bubbles in place, no mixing during the day.</p> <p>KS1 bubble in place</p> <p>Plans held by RB</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, sent home and provided with information on what to do next. 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). 	<p>In place</p> <p>Space</p> <p>Organised</p>

<ul style="list-style-type: none"> Staff on duty to monitor pupil and parent behaviour before and after school. Screens installed to protect employees in reception. Shared pens removed from reception. Hand sanitiser provided at all entrances. Pupils, staff and visitors to wash hands immediately on arrival. Face coverings for adults to be worn by any visitor to school and by all staff in communal areas – central area + reception. 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. Supply staff and other temporary or peripatetic 	<p>RB on duty everyday</p> <p>Screen in place</p> <p>Yes</p> <p>Yes</p> <p>Shared with all parents</p> <p>Shared with staff – signage displayed</p> <p>yes</p> <p>shared with all staff</p> <p>shared with parents</p> <p>yes</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. 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 exercise is limited to specific bubbles. Large gatherings such as assemblies or collective worship with more than one group to be avoided. Separate spaces for each group clearly indicated. 	<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>Yes</p> <p>Yes – tape purchased</p>	<ul style="list-style-type: none"> 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. 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>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>signs in all classrooms</p> <p>yes sinks in every classroom.</p> <p>Yes – systems in place</p> <p>Yes</p> <p>Effective handwashing taught in each class.</p>
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<p>staff follow the schools arrangements for managing and minimising risk.</p> <ul style="list-style-type: none"> • Volunteers limited and only used if essential for educational activities • 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; ○ the name of the assigned staff member. 	<p>Shared with Music teachers & Supply staff</p> <p>Yes</p> <p>Yes</p> <p>Electronic copy to be kept by TB</p>	<ul style="list-style-type: none"> • 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>Minimising mixing (staff)</p> <ul style="list-style-type: none"> • The same teacher(s) and other staff are assigned to each bubble and, as far as possible, these stay the same. • Staff that move between classes and year groups, to keep their distance from pupils and other staff. • Supply teachers, peripatetic teachers and/or other 	<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> <p>Advice given</p> <p>Advice given</p>	<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. <p>Ventilation</p> <ul style="list-style-type: none"> • Ventilation and AC systems working optimally. • 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. • Open windows fully when rooms are unoccupied for longer periods to purge the air (e.g. lunch times and before and after school). • Action taken to prevent occupants being exposed to draughts. For example, partially open high-level windows as oppose to low-level windows, close external doors and arrange the furniture if appropriate and possible. 	<p>Advise given</p> <p>Yes</p> <p>Bins in every classroom</p> <p>Yes</p> <p>Staff informed</p> <p>Staff informed</p> <p>Shared at staff meeting</p>
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				<p>in addition to a face covering and not to be worn as an alternative to face coverings.</p> <p>First Aid</p> <ul style="list-style-type: none"> • Check if qualifications run out. Consider enrolling more staff on training. • Employees providing first aid to pupils will not be expected to maintain 2 metres distance. The following measures will be adopted: <ul style="list-style-type: none"> • washing hands or using hand sanitiser, before and after treating injured person; • wear gloves or cover hands when dealing with open wounds; • dispose of all waste safely. 	<p>Staff informed.</p> <p>Lunchtime staff informed.</p> <p>Booked on in December</p> <p>Staff informed</p>
<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 					