

English Bicknor C of E Primary School

Safety, Health and Environment (SHE)

GCC COVID-19 RISK ASSESSMENT PROCESS FOR SCHOOLS & EDUCATIONAL SETTINGS

(Revised for full reopening in September 2020)



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.

COVID-19 Risk Assessment for reopening English Bicknor CE School Sept 2020

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		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 (e.g. fire alarm, emergency lighting, water hygiene, etc.). Review emergency and evacuation procedures. Ventilation and AC systems working optimally; (ventilation system should be kept on continuously, with lower ventilation rates when people are absent). Provision for children who display COVID-19 symptoms/ become ill during the day to be isolated. Pupils will be taken to the male toilet in the main entrance hall. 	<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. Employees fully briefed about the plans and protective measures identified in both the risk assessment and 	<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 extended so pupils arrive over longer time span. Floor markings outside school to indicate distancing rules (if queuing during peak times). Hatch doors closed to protect employees in reception. 	<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 (as much as possible). Very small schools unable to prevent mixing to adopt whole school 	<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, are 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, 	<ul style="list-style-type: none"> Consultation with employees and trades union Safety Reps on risk assessments. Risk assessment published on school website. HT tasked to monitoring protection measures. Members of staff are on duty at breaks to ensure compliance with rules (distancing etc). Staff encouraged to report any non-compliance. The effectiveness of prevention

<p>The door will remain open. The pupil will sit in the room with a first aider (PPE)</p> <ul style="list-style-type: none"> • Ensure school has sufficient supplies of PPE (stored in main first aid cupboard). Cleaning materials and hand washing/sanitising liquids that meet DfE/PHE requirements stored in staffroom. • Bins with lids to support pupils and staff to follow the 'catch it, bin it, kill it' approach in every classroom. • Provide sufficient tissues in all rooms. • School playground be split into 3 separate zones where groups of pupils can remain to minimise mixing. Pupils can rotate through each zone, weekly. • If weather is wet, older pupils will have a later playtime. • Each class will have their own playground equipment that is stored in their classroom. Pupils to take in /out. • Castle play area etc – taped off to discourage usage (also public via footpath) • Pupils will eat packed lunches in their class in 	<p>procedures documents.</p> <ul style="list-style-type: none"> • Teaching and nursery staff not to enter the school admin office. • Regular staff briefings and updates (including via email) • Keeping in touch with off-site/part time workers on their working arrangements including their welfare, mental and physical health and personal security. • Regular communications with 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.) teachers should refer to curriculum 	<ul style="list-style-type: none"> • Shared pens removed from reception. • Hand sanitiser provided at the main entrance. • Pupils, staff and visitors to remove face coverings at school and wash hands immediately on arrival until guidance changes. • Reusable face coverings to be take home. • 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 	<p>bubbles as part of their system of control.</p> <ul style="list-style-type: none"> • 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. • The number of pupils in shared spaces (e.g. hall) for lunch and exercise is limited to specific bubbles as much as 	<p>will be isolated in a suitable room with or without 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. • 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 	<p>measures will be monitored by HT and staff.</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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<p>their designated seat. Tables to be cleaned prior to and after eating.</p> <ul style="list-style-type: none"> • Cooked lunches: pupils to sit in 3 class zones in the school hall. Consider access and entry through different doors. • Consider staggered lunches with 2 sittings to avoid mixing, allowing time for cleaning, safe capacity etc. dependant on numbers of pupils. • Evaluate the capacity of rooms and shared areas. • COVID-19 posters/signage displayed. • Identify 'crunch points' (e.g. entrances/ exits/ corridors/ shared space and consider how movement can be staggered. • Outside doors to be used to access classrooms to reduce crunch points • Separate doors be used for in and out of the building (to avoid crossing paths) when needed. • Classroom doors, hall doors to 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. • Hall can be accessed 	<p>specific guidance.</p> <ul style="list-style-type: none"> • 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. • Continue to plan for remote education for pupils, alongside classroom teaching in case of a lockdown or pupils having to isolate. • Continue to provide class Padlets for homework. <p>Parents/pupils</p> <ul style="list-style-type: none"> • Review EHCPs where required. • Educate pupils before they return about the need to stay apart from others and expectations around hygiene. • Communicate to 	<p>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; ○ arrival and departure time; ○ the name of the assigned staff member. <p>Public</p> <ul style="list-style-type: none"> • Public footpaths-signage informing public to keep to the path. • Church – signage to ask public visiting the church to use the alternative access. • Gate at the end of the drive closed to stop public cars accessing playground during weekends. • Public not to use the playground, 	<p>possible.</p> <ul style="list-style-type: none"> • Whole school gatherings such as collective worship with more than one class to be avoided. • Separate spaces for each group clearly indicated. • Different classes do not use outdoor equipment simultaneously. • Limiting the number of pupils who use the toilet facilities at one time. • Toilets allocated to each class. • 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. 	<p>handwashing facilities are available.</p> <ul style="list-style-type: none"> • 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 	
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<p>directly from outside (to avoid shared use of corridors) when needed.</p> <ul style="list-style-type: none"> 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"> Adjusting start and finish times to keep groups apart as they arrive and leave school. Teachers will escort their class to the roadside, to their parents, at the end of the day. Classes will stand in class bubbles. Consider staggered break times and lunch times to avoid mixing and time for cleaning surfaces in the dining hall between groups when needed. Groups should be kept apart and movement 	<p>parents on the preventative measures being taken.</p> <ul style="list-style-type: none"> 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. Parents to contact school admin as 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. Bags are allowed. Teachers have organised resources (pens, pencils, rulers, scissors, glue books etc) to minimise sharing of equipment. Parents informed that only one parent to accompany child to school site, by 	<p>field and play areas out of school hours.</p>	<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. 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 to avoid working facing each other. Use a simple 'no touching' approach for young children to understand the need to maintain 	<p>bins for tissue waste ('catch it, bin it, kill it')</p> <ul style="list-style-type: none"> Tissues to be provided. Lidded bins for tissues provided and are emptied at the end of the day. Singing, wind and brass playing should not take place in larger gatherings. Measures to be taken when playing instruments or singing in small groups such as in music lessons include: <ul style="list-style-type: none"> physical distancing; playing outside wherever possible; positioning pupils 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 	
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<p>around the school site kept to a minimum.</p> <ul style="list-style-type: none"> • Prepare arrangements to allow remote learning to take place (Microsoft Teams and Class Padlets) 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 the headteacher) work-life balance and wellbeing. Information shared about the extra mental health 	<p>appointment only.</p> <ul style="list-style-type: none"> • Parents and pupils encouraged to walk or cycle where possible. • Consider staggered drop-off/collection times planned and communicated to parents. • Drop off/collection - parents to stay by cars, teachers to collect/return pupils to the roadside. • Made clear to parents that they cannot gather at entrance gates or on the pavement outside school. • Parents to phone school and make telephone appointments if they wish to discuss their child (avoid face to face meetings). • Communications to parents via, email, text. To consider online meetings. <p>Others</p> <ul style="list-style-type: none"> • Communication with contractors and suppliers that will need to prepare to support 		<p>distance, if possible.</p> <ul style="list-style-type: none"> • Older children to be encouraged to keep their distance within class 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 for fire regulations. • 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, 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. Grouped in year groups when possible. • Sports equipment allocated to each class to avoid 	<p>staff.</p> <ul style="list-style-type: none"> • 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 science equipment) to be cleaned frequently and meticulously and always between bubbles. • Outdoor equipment appropriately cleaned frequently (TA's). • 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 	
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<p>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. Phone number and procedures displayed. • 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>plans for full opening (e.g. cleaning, catering, food supplies, hygiene suppliers).</p> <ul style="list-style-type: none"> • 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). • Communication with other building users (e.g. lettings, extended school provision, regular visitors, etc.) • 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, 		<p>sharing.</p> <ul style="list-style-type: none"> • Contact sports avoided until guidance changes. • Outdoor sports should be prioritised where possible. • Hall used where it is not. Ventilate hall between groups. • Swimming pools are not used until guidance changes. • 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 	<p>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. • Change in line with PHE/DFE guidance <p>First Aid</p> <ul style="list-style-type: none"> • Check if qualifications run out. Consider enrolling more staff 	
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	<p>following COVID-19 Secure guidelines (gym, swimming)</p> <ul style="list-style-type: none"> • The use of indoor facilities by adults should remain closed until guidance changes, apart from toilets and throughways. • A risk assessment should determine the maximum capacity of the hall while able to maintain social distancing according to the current relevant guidelines. • Outdoor sporting activities are permitted. • 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 COVID-19 guidelines. • The school can ask any hiring organisation to provide evidence of 		<p>transport in the same bubbles that are adopted within school where possible.</p> <ul style="list-style-type: none"> • Journey's planned with to allow distancing within vehicles (this may mean large vehicles or more are used). • The use of face coverings for children over the age of 11, if they are likely to come into very close contact with people outside of their bubble. • Use of hand sanitiser upon boarding and/or disembarking • Cleaning of vehicles between each journey. 	<p>on training.</p> <ul style="list-style-type: none"> • 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 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. 	
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	<p>their risk assessment.</p> <ul style="list-style-type: none"> • Review existing lettings agreements- nursery follow the schools risk assessment and procedures in agreement with the school. They continue to follow Covid19 statutory requirements (e.g. cleaning, sharing equipment, hand washing or sanitiser, what happens if anyone shows symptoms or tests positive to COVID-19, etc.). • Nursery parents follow the same guidance as school parents dropping/collecting and accessing the school site. • Nursery staff use their own entrance. • Nursery staff can assess the school photocopier. 				
<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 					

