

Safety, Health and Environment (SHE) Calton Primary School and Playgroup

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 Calton Primary School and Playgroup

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.

Those with overall responsibility for planning and implementing each action below is marked:

SM – Site Manager

SBM - School Business Manager

SLT - Senior Leadership Team

GOVS – Governors

HT – Head Teacher

FA – First Aiders

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"> SM Ensure that all health and safety compliance checks have been undertaken before opening (e.g. fire alarm, emergency lighting, water hygiene, lifts, etc.) SBM SM Reviewing emergency and evacuation procedures 	<p>Employees</p> <ul style="list-style-type: none"> SLT Involve employees in plans to return to school and listen to any suggestions on preventative measures 	<p>Access</p> <ul style="list-style-type: none"> SBM Entry points to school controlled (including deliveries). SBM Building access rules clearly communicated 	<p>Minimising contacts and mixing between people reduces transmission of COVID-19 and the school will consider how to implement</p>	<p>Minimise contact with individuals who are unwell:</p> <ul style="list-style-type: none"> HT SBM Refer to PHE guidance and Action Cards for School Managers. HT SBM Anyone with COVID-19 symptoms, or 	<ul style="list-style-type: none"> Consultation with employees and trades union Safety Reps on risk assessments. Risk assessment published on school

<p>(e.g. fire wardens, escape routes, roll-call, assembly areas, etc.).</p> <ul style="list-style-type: none"> • SM Ventilation and AC systems working optimally; (ventilation system should be kept on continuously, with lower ventilation rates when people are absent). • SBM 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. • SBM SM Ensure school has sufficient supplies of PPE including cleaning materials and hand washing/sanitising liquids that meet DfE/PHE requirements. • SBM SM Provide suitable and sufficient bins to support pupils and staff to follow the 'catch it, bin it, kill it' approach. • SM Provide sufficient tissues in all rooms. 	<p>that can be taken.</p> <ul style="list-style-type: none"> • HT SBM Consider personal risk factors: age, pregnancy, existing health conditions and ethnicity and where necessary conduct individual risk assessments. • HT Employees fully briefed about the plans and protective measures identified in the risk assessment. • HT Regular staff briefings. • SLT Keeping in touch with off-site workers on their working 	<p>ed through signage on entrances.</p> <ul style="list-style-type: none"> • SLT School start times staggered so bubbles arrive at different times. • SLT Floor markings outside school to indicate distancing rules (if queuing during peak times). • The office have a glass hatch to protect employees in reception. • SBM Shared pens removed from reception. • SBM Touch 	<p>this.</p> <p>'Satellites'</p> <ul style="list-style-type: none"> • ALL Class groups will be kept together in separate 'satellites' throughout the day apart from lunchtimes and interventions. <p>Minimise mixing</p> <ul style="list-style-type: none"> • ALL Whatever the size of the bubble, they are to be kept apart from other groups where possible. • ALL Groups 	<p>who have someone in their household who does, not to attend school.</p> <ul style="list-style-type: none"> • HT SBM If anyone becomes unwell at school they will be isolated, sent home and provided with information on what to do next. • SBM 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). • SBM Staff caring a child awaiting collection to keep a distance of 2 metres. • SBM PPE to be worn by staff caring for the 	<p>intranet and website.</p> <ul style="list-style-type: none"> • Nominated 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 by school leaders. • This risk assessment will be reviewed if
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<ul style="list-style-type: none"> • Evaluate the capacity of rooms and shared areas. • SBM Plan for staggered lunches with more sittings to avoid mixing, allowing time for cleaning, devise seating plans, safe capacity etc. • SBM COVID-19 posters/signage displayed. • SLT Identify 'crunch points' (e.g. entrances/exits/ corridors/ shared space and consider how movement can be staggered. • SLT Consider one-way system if possible for circulation around the building. • SM 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 	<p>arrangements including their welfare, mental and physical health and personal security.</p> <ul style="list-style-type: none"> • SBM Regular communications that those who have coronavirus symptoms, or who have someone in their household who does, are not to attend school. • SBM Information shared about testing available for those with symptoms. • SLT Where there are 	<p>screen signing in devices in reception cleaned regularly.</p> <ul style="list-style-type: none"> • SBM SM Hand sanitiser provided at all entrances. • SLT Pupils, staff and visitors to remove face coverings at school and wash hands immediately on arrival. • SBM SM Covered bins provided on entrances to dispose of temporary face coverings. • SLT Gathering at 	<p>use the same classroom or area of a setting throughout the day.</p> <ul style="list-style-type: none"> • ALL Mixing between bubbles kept to a minimum during arrival, lunchtime, breaks and departure. • ALL Pupil movements around the school site, either in groups or individuals is controlled to limit contact and mixing. • ALL Groups will stay within a specific 	<p>child if 2 metres distance cannot be maintained.</p> <ul style="list-style-type: none"> • SBM Staff to wash their hands after caring for a child with symptoms. • SBM SM All areas where a person with symptoms has been to be cleaned after they have left. • ALL 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"> • ALL Frequent hand washing encouraged for adults and pupils (following 	<p>the risk level changes (e.g. following local/national lockdown or cases or an outbreak) and in light of updated guidance.</p>
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<p>shared use of corridors).</p> <ul style="list-style-type: none"> • SLT Organise classrooms for maintaining space between seats and desks. • SLT Arrange desks seating pupils side by side and facing forwards. • SLT Inspect classrooms and remove unnecessary items and furniture to make more space. • SBM SM 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"> • SLT Consider staggered starts or adjusting start and finish times to keep groups apart as they arrive and leave school. • SBM Stagger break times and lunch times to avoid 	<p>appropriate sources of guidance (e.g. CLEAPSS, afPE, CILIP, etc.) Heads of Departments / teachers should refer to curriculum specific guidance.</p> <ul style="list-style-type: none"> • SLT Teachers to identify shared resources and how to prevent mixed contact (e.g. cleaning between bubbles or rotas for equipment use). • SLT Identify and plan lessons that could take 	<p>the school gates prohibited.</p> <ul style="list-style-type: none"> • SLT Staff on duty outside school to monitor protection measures. <p>Visitors</p> <ul style="list-style-type: none"> • SLT Wherever possible keep meetings on a virtual platform (e.g. 1:1 sessions with professionals, recruitment interviews, parental meetings etc.). • SLT Parents/care rs and visitors coming onto the site without an appointment 	<p>“zone” of the site to minimise mixing.</p> <ul style="list-style-type: none"> • ALL 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. • ALL Large gatherings such as assemblies or collective worship will be avoided as much as possible. Assemblies will be broadcast 	<p>guidance on hand cleaning).</p> <ul style="list-style-type: none"> • SBM SM Sufficient handwashing facilities are available. • SBM SM Where there is no sink, hand sanitiser provided in classrooms. • ALL Pupils to clean their hands when they arrive at school, when they return from breaks, when they change rooms and before and after eating. • SEN Staff help is available for pupils who have trouble cleaning their hands independently (e.g. small children and pupils with 	
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<p>mixing and time for cleaning surfaces in the dining hall between groups.</p> <ul style="list-style-type: none"> • SLT 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. • SLT 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. • SLT Children will only bring the following to and from school: WOW books, Spelling books, Homework books and Reading books. • SLT Children in Reception and KS1 will bring PE bags to School and leave them on their pegs. Key Stage 2 will wear their PE kits to 	<p>place outdoors.</p> <ul style="list-style-type: none"> • SLT Consider how online resources can be used to shape remote learning. • SLT 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"> • SEN Review EHCPs where required. • SLT Communicate to parents on the preventative measures being taken. 	<p>is not to be permitted.</p> <ul style="list-style-type: none"> • SBM Site guidance on physical distancing and hygiene is explained to visitors on or before arrival. • SLT Where possible visits arranged outside of school hours. • SBM 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 	<p>within class groups via Zoom.</p> <ul style="list-style-type: none"> • ALL Separate spaces for each group clearly indicated. • ALL Multiple groups do not use outdoor equipment simultaneously. • ALL Toilets will be allocated per class. • ALL The same teacher(s) and other staff are assigned to each bubble and, as far as possible, these stay the same. 	<p>complex needs).</p> <ul style="list-style-type: none"> • ALL Use resources such as “e-bug” to teach effective hand hygiene etc. <p>Respiratory hygiene</p> <ul style="list-style-type: none"> • ALL Adults and pupils are encouraged not to touch their mouth, eyes and nose. • ALL Adults and pupils encouraged to use a tissue to cough or sneeze and use bins for tissue waste (‘catch it, bin it, kill it’) • SBM SM Tissues to be provided. • SBM SM Bins for tissues provided and are emptied throughout the day. 	
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<p>school.</p> <p>Policies and procedures</p> <ul style="list-style-type: none"> • SLT 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 • SBM Ensure website is compliant with regards to the publishing of policies. • SBM 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. • GOVS Governing boards and school leaders to have regard to staff (including the headteacher) work-life balance and wellbeing. 	<ul style="list-style-type: none"> • SBM Post the risk assessment or details of measures on school website. • SLT Parents and pupils informed about the process that has been agreed for drop off and collection. • SLT Ensure parents have a point of contact for reassurance as to the plans put in place. • SLT Limit the equipment pupils bring into school each day to essentials such as lunch boxes, hats, 	<p>departure time;</p> <ul style="list-style-type: none"> ○ the name of the assigned staff member. 	<ul style="list-style-type: none"> • ALL Staff that move between classes and year groups, to keep their distance from pupils and other staff. <p>Distancing</p> <ul style="list-style-type: none"> • ALL Staff to keep 2 metres from other adults as much as possible. • ALL Where possible staff to maintain distance from their pupils, staying at the front of the class. • ALL Staff to avoid close face to 	<ul style="list-style-type: none"> • ALL Singing, wind and brass playing should not take place in larger groups such as school choirs and ensembles, or school assemblies. • ALL 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; 	
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<p>Information shared about the extra mental health support for pupils and teachers is available.</p> <ul style="list-style-type: none"> • SLT Paediatric first aid certificates have been extended to 25th November 2020, if due to expire after March 2020. Ensure all Paediatric staff who need training, will be covered after 25th November 2020. • SLT Head Bump stickers will be given to children who have received first aid for incidents to the head and face. <p>Response to any infection</p> <ul style="list-style-type: none"> • SBM Leadership understands the NHS Test and Trace process and how to contact their local Public Health England health protection team. • SBM Plan how to inform staff members and parents/ carers that they will need to be ready 	<p>coats, books, stationery and mobile phones.</p> <ul style="list-style-type: none"> • Bags are allowed. • Parents informed only one parent to accompany child to school where possible. • Parents and pupils encouraged to walk or cycle where possible. • SLT Staggered drop-off and collection times planned and communicated to parents. • SLT Made clear to parents that 		<p>face contact and minimise time spent within 1 metre of anyone.</p> <ul style="list-style-type: none"> • ALL Supply teachers, peripatetic teachers and/or other temporary staff to minimise contact and maintain as much distance as possible from other staff. • ALL The occupancy of staff rooms and offices limited. • ALL Use of 	<ul style="list-style-type: none"> ○ avoiding sharing of instruments; ○ ensuring good ventilation. <p>Cleaning</p> <ul style="list-style-type: none"> • SBM SM Sanitising spray and paper towels to be provided in classrooms for use by members of staff. • SBM SM Thorough cleaning of rooms at the end of the day. • ALL Shared materials and surfaces to be cleaned frequently (e.g. toys, books, desks, chairs, doors, sinks, toilets, light switches, handrails, etc.). 	
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<p>and willing to</p> <ul style="list-style-type: none"> o book a test if they are displaying symptoms; o inform the school immediately of the results of a test; o provide details of anyone they have been in close contact with; o self-isolate if necessary. 	<p>they cannot gather at entrance gates or doors.</p> <ul style="list-style-type: none"> • SLT Encourage parents to phone school and make telephone appointments if they wish to discuss their child (to avoid face to face meetings). <p>Others</p> <ul style="list-style-type: none"> • SBM Communication with contractors and suppliers that will need to prepare to support plans for full opening (e.g. cleaning, 		<p>staff rooms to be minimised.</p> <ul style="list-style-type: none"> • ALL 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</p>	<ul style="list-style-type: none"> • ALL Resources that are shared between bubbles (e.g. sports, art and science equipment) to be cleaned frequently and meticulously and always between bubbles. • ALL Outdoor equipment appropriately cleaned frequently. • SBM SM Toilets to be cleaned regularly. • ALL Staff providing close hands-on contact with pupils need to increase their level of self-protection, such as minimising close contact and having 	
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	<p>catering, food supplies, hygiene suppliers).</p> <ul style="list-style-type: none"> • SBM Assurances that caterers comply with the guidance for food businesses on COVID-19. • SBM Discussion with caterers to agree arrangements for staggered lunches (e.g. seating capacity, holding hot food, cleaning between sittings, distancing and minimising 		<p>contact</p> <ul style="list-style-type: none"> • SM Doors propped open, where safe to do so to limit use of door handles. Ensure closed when premises unoccupied . • SLT Taking books and other shared resources home limited, although unnecessary sharing avoided. • ALL Staff and pupils to have their own individual and very 	<p>more frequent hand-washing and other hygiene measures, and regular cleaning of surfaces.</p> <p>PPE 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"> • SBM 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 • SEN where a 	
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	<p>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. • SBM Communication with other building users (e.g. lettings, extended school provision, regular visitors, etc.) • SLT Limit visitors by exception (e.g. for priority contractors, emergencies etc.). 		<p>frequently used equipment, such as pencils and pens.</p> <p>PE and School Sport</p> <ul style="list-style-type: none"> • ALL Pupils kept in same consistent bubbles where possible during PE and sport. • ALL Sports equipment thoroughly cleaned between each use. • ALL Contact sports avoided until guidance changes. • ALL Outdoor sports 	<p>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> <p>First Aid</p> <ul style="list-style-type: none"> • SBM Check if qualifications run out. Consider enrolling more staff on training. • FA Employees providing first aid to pupils will not be expected to maintain 2 metres distance. The following measures will be adopted: • FA washing hands or using hand sanitiser, 	
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	<p>Lettings and non-school users</p> <ul style="list-style-type: none"> The Holiday Club will resume be allowed to resume before and after school childcare from September 2020, it serves a portion of the School's community. All other use of indoor facilities by external organisations will remain closed until guidance changes and the C19 working party will continue to monitor. When applicable, a 		<p>should be prioritised where possible.</p> <ul style="list-style-type: none"> ALL Large indoor spaces used where it is not. ALL Distance between pupils from mixed bubbles will be maximised. ALL Sporting activities delivered by external coaches, clubs and organisations will only go ahead if they can satisfy the above requirements. 	<p>before and after treating injured person;</p> <ul style="list-style-type: none"> FA wear gloves or cover hands when dealing with open wounds; FA if CPR is required on an adult, attempt compression only CPR and early defibrillation until the ambulance arrives; FA if CPR is required on a child, use a resuscitation face shield if available to perform mouth-to-mouth ventilation in asphyxial arrest. FA dispose of all waste safely. 	
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	<p>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.</p> <ul style="list-style-type: none"> 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 		<p>Educational Visits and journeys</p> <ul style="list-style-type: none"> ALL From the autumn term, non-overnight educational visits only. ALL Risk assessments of visits and journeys to be undertaken by visit leaders. ALL No overnight and overseas visits until government guidance changes. ALL Pupils grouped together on transport in the same bubbles that are 		
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	<p>following the 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 		<p>adopted within school where possible.</p> <ul style="list-style-type: none"> • ALL Journey's planned with to allow distancing within vehicles (this may mean large vehicles or more are used). • ALL To ensure there is appropriate cleaning of vehicles between each journey, by the transport company. 		
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	sanitiser, what happens if anyone shows symptoms or tests positive to COVID-19, etc.).				
<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 					