

## Safety, Health and Environment (SHE)

### GCC COVID-19 RISK ASSESSMENT PROCESS FOR ST JOHNS CHURCH OF ENGLAND ACADEMY



School employers are required to assess the risks associated with COVID-19 and implement preventative measures outlined in Government guidance. This risk assessment will supplement any existing risk assessments in educational settings.

This is not a generic risk assessment that just applies to every setting. It is important that Headteachers/managers go through and adapt the risk assessment for their own school or early years setting.

It is strongly recommended that you involve employees in the risk assessment process. Once complete share the findings and provide any instruction needed to implement measures. Local monitoring must also follow to ensure measures are implemented and controlling the risks.

## COVID-19 Risk Assessment for Schools and other 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. 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.

**Who may be at risk:** Employees, pupils and young people, families (parents, carers and siblings), visitors, contractors, members of public.  
**Vulnerable groups** – this risk assessment considers vulnerable groups which the NHS lists as 'people at high risk (clinically extremely vulnerable)'; and 'people at moderate risk (clinically vulnerable)'. An individual risk assessment may be appropriate for vulnerable employees plus BAME and those who are very anxious about returning to their workplace.

PLAN		DO			REVIEW
Prepare Building	Prepare Employees and Parents and pupils	Control Access	Implementing Social Distancing	Implement Infection Control Measures	Communicate and Review Arrangements
<ul style="list-style-type: none"> <li>• Ensure that all health and safety compliance checks have been undertaken before opening - fire safety, emergency lighting, water hygiene – water supply flushed through all taps.</li> <li>• Hot water boiler being replaced at half term ensuring hot water available to staff toilets, disabled toilet, medical room, staffroom.</li> <li>• All key rooms prepared in line with social distancing; deep cleaning, all surfaces.</li> <li>• Kitchen deep cleaned.</li> <li>• Cleaning equipment</li> </ul>	<ul style="list-style-type: none"> <li>• Reduce anxiety within the school community.</li> <li>• Staff been involved in plans to return to school making suggestions on preventative measures that can be taken; resources required etc</li> <li>• Pupil / staff welfare paramount- Support materials for staff, pupils and families to use.</li> <li>• Maintain close Communication with families at home; liaise with SENDCo</li> <li>• Vulnerable pupils told not to attend school if shielding.</li> <li>• On-site – Mental</li> </ul>	<ul style="list-style-type: none"> <li>• Entry points of school controlled (including deliveries). Pupils side gate.</li> <li>• Building access rules clearly communicated through signage on entrances.</li> <li>• Parents' drop-off and pick-up protocols to minimise contact.</li> <li>• Floor markings / 2m signs outside school leading to side gate; to indicate distancing rules (if queuing during peak times).</li> <li>• Screen to stay shut in reception foyer / intercom system to be used to protect employees in reception.</li> </ul>	<ul style="list-style-type: none"> <li>• Safe distancing or 2 metres is a preventative measure that will be adopted so far as is reasonably practicable but it is acknowledged that this is not always possible in schools. However, all the measures in this assessment are aimed at reducing transmission risk.</li> <li>• Reduced numbers</li> <li>• Teams established. Staff &amp; Class groups kept together throughout the day and do not mix with other groups.</li> <li>• Assemblies held in classes.</li> </ul>	<ul style="list-style-type: none"> <li>• Sufficient handwashing facilities are available across site.</li> <li>• Soap and hand sanitiser provided all classes.</li> <li>• Frequent hand washing encouraged for adults and pupils (following guidance on hand cleaning).</li> <li>-on arrival at school</li> <li>-after using the toilet</li> <li>-after breaks</li> <li>-After sporting activities</li> <li>-before eating</li> <li>-before leaving school</li> <li>-after sneezing / coughing</li> </ul>	<ul style="list-style-type: none"> <li>• Consultation with employees.</li> <li>• Risk assessment placed in office / staffroom; presented to governors and placed on school website.</li> <li>• HT to keep updated with DFE Guidelines and update risk assessment when required to.</li> <li>• SLT / H&amp;S Governor will monitor protection measures within this risk assessments.</li> <li>• Any changes made will be notified to stakeholders.</li> <li>• Employees</li> </ul>
				<ul style="list-style-type: none"> <li>• Dishwasher</li> </ul>	

<p>purchased for all classrooms and site.</p> <ul style="list-style-type: none"> <li>• COVID-19 posters/signage displayed.</li> <li>• Sign to office stating only 1 person allowed in foyer.</li> <li>• Markings to demarcate 2m social distancing on entrance to school buildings – KS1 and KS2 entrances.</li> <li>• School split into two areas / KS1 / KS2 and Key Groups;</li> <li>• Single direction system in corridors.</li> <li>• 2m signs marked on the walls..</li> <li>• In areas where queues may form, put down floor markings to indicate distancing.</li> <li>• Separate doors for KS1, KS2 and Key Groups into the building. (to avoid crossing paths).</li> <li>• Fire doors to be open and doors to offices propped open with door stops (to limit use of door handles and aid ventilation) taking account of fire safety and safeguarding.</li> <li>• Fire practice in new 'bubble groups'</li> <li>• Appendices written for safeguarding, First Aid, Fire, Attendance,</li> </ul>	<p>First Aider; Thrive practitioner, ELSA Practitioners.</p> <ul style="list-style-type: none"> <li>• Staff audit completed; staff contacted if on 2<sup>nd</sup> group.</li> <li>• Personal risk factors: including age, and existing health conditions considered.</li> <li>• Where necessary individual risk assessments for employees and pupils at special risk (take account of medical advice).</li> <li>• Referral and advice taken from OH and HR if staff do not return to work when they are fit to do so.</li> <li>• Assess staff / child / site ratio to ensure safe opening</li> <li>• Assess needs of EHCP &amp; Vulnerable children returning – ensure support in place.</li> <li>• Review EHCPs where required, if possible defer to Autumn Term – take advice from LA; maintain regular contact with parents..</li> <li>• Regular reminder communications regarding Covid 19 symptoms.</li> </ul>	<ul style="list-style-type: none"> <li>• Hand sanitiser provided at all entrances.</li> <li>• Hand sanitiser and wipes by the main entrance to enter site. Staff not using sign in screen.</li> <li>• Staff on duty outside school to monitor protection measures at drop off / pick up.</li> <li>• Staff to use individual stationary.</li> <li>• Open windows / doors for additional ventilation of the building do not compromise fire safety or site security arrangements.</li> <li>• Safe evacuation procedures to take priority over social distancing arrangements.</li> <li>• Walk throughs with new pupils.</li> <li>• Fire practice</li> </ul>	<ul style="list-style-type: none"> <li>• Packed Lunches only with pupils eating outside (weather permitting – in class otherwise).</li> <li>• Limiting the number of pupils who use the toilet facilities at one time. Monitored / cleaned.</li> <li>• Groups use the same classroom or area of a setting throughout the day.</li> <li>• Seating plans to ensure pupils sit at the same desk.</li> <li>• Desks should be spaced as far apart as possible.</li> <li>• Each group to stay in the same room all day apart from break / lunch outside where possible.</li> <li>• The occupancy of staff rooms – chair space in between; and offices limited.</li> <li>• Radios provided for MDSA and phones in classes to communicate between different parts of school.</li> <li>• Members of staff are on duty at breaks to ensure compliance with rules.</li> </ul>	<p>available for cleaning crockery etc; paper towels for hands – no towels / teatowels.</p> <ul style="list-style-type: none"> <li>• Young pupils encouraged to learn and practise good hygiene habits through games, songs and repetition.</li> <li>• Staff help is available for pupils who have trouble cleaning their hands independently.</li> <li>• Adults and pupils are encouraged not to touch their mouth, eyes and nose.</li> <li>• Adults and pupils encouraged to use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it')</li> <li>• Lidded Pedal Bins for tissues, double bagged and are emptied throughout the day.</li> <li>• Spaces well ventilated using natural ventilation (opening windows).</li> <li>• Fire doors open; other doors propped open, where safe to do so to limit use of door handles.</li> <li>• Ensure closed when premises unoccupied.</li> <li>• Sanitising spray and</li> </ul>	<p>encourage to report any non compliance.</p> <ul style="list-style-type: none"> <li>• The effectiveness of prevention measures will be monitored by school leaders.</li> <li>• This risk assessment will be reviewed if the risk level changes and/or in light of updated guidance.</li> </ul>
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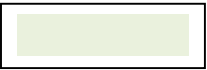
<p>Home-School Agreement</p> <ul style="list-style-type: none"> <li>• Windows and doors open in classrooms and offices</li> <li>• Organise classrooms for maintaining space between seats and desks.</li> <li>• Inspect classrooms and remove unnecessary items.</li> <li>• Remove soft furnishings, soft toys and toys that are hard to clean.</li> <li>• Toys used are to be disinfected daily,</li> <li>• Children one at a time in toilets; monitored by staff. Ensure toilets flushed; hands washed; handles cleaned.</li> <li>• Thorough cleaning of toilets following lunchtime. Times altered of cleaners to ensure cleaning within the school day as well as a deeper clean after school.</li> <li>• Put up laminated picture signs in toilets and classrooms in front of sinks showing handwashing.</li> <li>• Remind KS1 children of hand washing song –20 secs.</li> <li>• Show video clips of</li> </ul>	<ul style="list-style-type: none"> <li>• Website updated regularly. Add signposting info about family support</li> <li>• Those who have coronavirus symptoms, or who have someone in their household who does, are not to attend school.</li> <li>• Information shared about testing available for those with symptoms.</li> <li>• Whilst possible with staffing 'Home Learning' continues for those who cannot attend school.</li> <li>• Assess how many employees are needed in school to cover all areas and provide PPA / release time for all teachers.</li> <li>• Returning to school will be for groups on a priority basis (Key Workers /Vulnerable)reception, year 1 and year 6</li> <li>• Teams established so that if a member of staff becomes ill the team can still continue.</li> <li>• If shortage of Teachers e.g illness, allocate teaching assistants to lead a group, working under the direction of a teacher.</li> </ul>			<p>paper towels to be provided in classrooms for use by members of staff.</p> <ul style="list-style-type: none"> <li>• Thorough cleaning of rooms at the end of the day. Cleaning times changed – staff on site 1:30 to 6:00.</li> <li>• Shared materials and surfaces cleaned and disinfected frequently: <ul style="list-style-type: none"> <li>- toys, books,</li> <li>-class equipment-desks, chairs, doors,</li> <li>-sinks, toilets, light switches, door handles,</li> <li>-phones, sign-in system,</li> <li>-laptops, keyboard.</li> <li>-photocopier</li> </ul> </li> <li>• Limited outdoor equipment used;</li> <li>• Reading books Monday books go home / back Friday put in separate box and left for 72 hours / disinfectant – new box of books home on Friday – same scenario.</li> <li>• No books or work from home to be taken into classroom until 72 hours quarantine.</li> <li>• Laptops / ipads wiped before and after use.</li> <li>• Procedures followed</li> </ul>	
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<p>how to wash hands thoroughly.</p> <ul style="list-style-type: none"> <li>• Staff to clean surfaces / handles etc throughout the day.</li> <li>• Infection control Infrared Thermometers used to check temperatures.</li> <li>• Separate room established next to medical room for children waiting to be collected by parents if concerns of infection.</li> </ul>	<ul style="list-style-type: none"> <li>• Review plans / timetables to decide which lessons or activities will be delivered on what days. Hall / playground / IT availability. Reduce movement around the school.</li> <li>• Smaller class groups identified (split in half, with no more than 15 pupils per small group to one teacher and a teaching assistant).</li> <li>• Plan lessons that can take place outdoors.</li> <li>• Separate play areas for each group.</li> <li>• Lunch outside where possible / in classroom otherwise.</li> <li>• Communication to parents on: Government guidance; preventative measures being taken; LA FAQ</li> <li>• Parents informed only one parent to accompany child to school.</li> <li>• Message to parents to ensure pupils' emergency contact details are up to date.</li> <li>• Parents and pupils encouraged to walk or cycle where possible.</li> <li>• Opening / closing at</li> </ul>			<p>should someone become unwell whilst attending school.</p> <ul style="list-style-type: none"> <li>• Staff providing regular reminders to pupils about frequent hand-washing and other hygiene measures, not touching face etc.</li> <li>• Staff to undertake regular cleaning of surfaces.</li> <li>• First Aiders / Paediatric First Aiders on site at all times.</li> </ul>	
<p><b>NOTE:</b> Wearing a face covering or face mask in schools or other education settings is not recommended by PHE. 'The majority of employees in education settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others. PPE is only needed in a very small number of cases including:</p> <ul style="list-style-type: none"> <li>• children whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way;</li> </ul>					

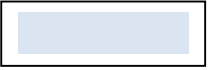
	<p>usual time initially but if numbers increase a family staggered drop-off and collection time will be planned.</p> <ul style="list-style-type: none"> <li>• Parents not allowed on main school site.</li> <li>• Encourage parents to phone school and make telephone appointments if they wish to discuss their child (to avoid face to face meetings).</li> <li>• Headteacher not to have any direct contact with pupils / parents due to shielding husband.</li> <li>• 1 person only in entrance foyer; In and out system.</li> <li>• No toys from home into school.</li> <li>• Daily briefing to pupils on school rules and measures with reminders before leaving rooms.</li> <li>• Review behaviour policy and an Annex to consider how pupils not following distancing rules will be managed.</li> <li>• Staff briefed about the plans and protective measures identified in the risk assessment.</li> <li>• Regular updates for staff.</li> <li>• Keeping in touch</li> </ul>			<ul style="list-style-type: none"> <li>• if a child becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home.</li> <li>• If however a member of staff feels more secure wearing PPE clothing then they will have access to them.</li> </ul> <p>-Access to purchased PPE on site. -Additional PPE packs are being provided by GCC / DGAT.</p> <p>Employees providing first aid to pupils will not be expected to maintain 2m distance. The following measures will be adopted:</p> <ul style="list-style-type: none"> <li>• washing hands or using hand sanitiser, before and after treating injured person;</li> <li>• wear gloves or cover hands when dealing with open wounds;</li> <li>• if CPR is required on an adult, attempt compression only CPR and early defibrillation until the ambulance arrives;</li> </ul>	
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	<p>with off-site staff to check on their welfare, mental and physical health</p> <ul style="list-style-type: none"> <li>• Limit visitors by exception (e.g. for priority contractors, emergencies etc.).</li> <li>• Keep parent appointments / external meetings by phone or on a 'virtual platform.'</li> <li>• Zoom licence for school purchased</li> <li>• online safety updates and resources for children and parents.</li> <li>• Website updated with information for safe resources for home learning.</li> <li>• E-Safety Policy and procedures applied in school.</li> <li>• All staff have received GDPR training and are aware of their responsibilities for reporting a data breaches and protocols to follow.</li> <li>• DPO is involved if required.</li> <li>• As kitchen staff furloughed and we are preparing packed lunches for the small number requiring UFSM TA / MDSA has updated Food Hygiene requirements.</li> </ul>			<ul style="list-style-type: none"> <li>• if CPR is required on a child, use a resuscitation face shield if available to perform mouth-to-mouth ventilation in asphyxial arrest.</li> <li>• dispose of all waste safely.</li> <li>• Where a pupil or staff member tests positive, the rest of their class or group will be sent home and advised to self-isolate for 14 days. The other household members of the wider class or group do not need to self-isolate unless the pupil or staff member they live with in that group subsequently develops symptoms.</li> <li>• We will ask for evidence that pupils recommended to have a test have done so and that the test is clear before they return to school.</li> <li>• Staff requiring tests have access to them under the category of essential workers.</li> </ul>	
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	<ul style="list-style-type: none"><li>Update office staff re attendance codes.</li></ul>				
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Completed



Continuing