



Safety, Health and Environment (SHE)

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



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 risk assessment will be shared with staff for their input before implementing. Once complete the findings will be shared. Local monitoring must also follow to ensure measures are implemented and controlling the risks.



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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 – 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

Prepare Building

- Ensure that all health and safety compliance checks have been undertaken before opening (e.g. fire alarm, emergency lighting, water hygiene, lifts, etc). This has also been ongoing during partial opening – site supervisor.
- Ventilation and AC systems working in kitchen and server room optimately; (ventilation system is kept on continuously, with lower ventilation rates when people are absent).
- COVID-19 posters/ signage displayed (packs provided by GCC).
- Close school reception
- Add signage to exit doors of all classes stating that social distancing should be observed and no adults should enter the building. (e.g. provide screens or floor markings).
- Corridors will be used by only one class at a time.
- Adults may pass in corridors but may not stop and chat.
- Stairways in the auditorium to be up or down only.
- Corridors should not need to be used by classes but if necessary, will be used by only one 'bubble' at a time so one way system will not be necessary.
- By the staff toilets masking tape will be put on the ground to indicate 2m distance.
- All classes will enter and exit the building using exterior classroom doors. KS2 breakout area to use Buckshaft entrance door. Library area to use library exit door in glass wall.
- Staffroom/photocopier door to be propped open and internal end of KS1 corridor door to be propped open (to limit use of door handles and aid ventilation) taking account of fire safety and safeguarding. The office staff to be in charge of closing doors in case of fire or other emergency.
- All learning areas have their own individual external door for entry and exit.
- Organise classrooms for maintaining space between seats and desks: only 15 chairs in each class area. (Spares from downstairs left in auditorium. Spares from upstairs in the gymnasium.)
- Each child to have a learning pack to remove risks posed by sharing items.
- Remove soft furnishings, soft toys and toys that are hard to clean. Bean bags to be stored with spare chairs.
- In toilets middle cubicle of 3 to be taken out of use.
- Basins to be used by class that can access them. Other classes to use their classroom sinks.
- KS1 break out area to use disabled toilet.



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	<ul style="list-style-type: none"> • KS2 break out to use central toilet between Skylark and Jay and the sink in the kitchen for hand washing. Toilet to be signposted. • Library to use Heron/Peregrine central toilet and one designated basin by Peregrine. Toilet and basin to be signposted. • Put up laminated picture signs in toilets and classrooms in front of sinks showing handwashing. • Children to be taught to sing the whole of Happy Birthday twice to time their hand washing. • Staff from Wrap Around to wash items used by EYFS/Y1 pupils daily. • Cleaners to thoroughly clean the school in half-term prior to opening. • Cleaners to thoroughly clean the school daily and especially on Fridays. Situation to be monitored as the number of pupils increases. • Spray and cloths to be used to clean shared electronic devices including photocopiers and kindles until wipes can be sourced. • Electronic devices to be wiped between users but not shared as far as possible • Computer trollies to be used by classes for a week and then cleaned before being passed on to another class.
Prepare Employees and Parents and pupils	<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. • Vulnerable employees and pupils ('clinically vulnerable' to coronavirus) identified and told not to attend school if shielding. • Consider personal risk factors: age, obesity, pregnancy, existing health conditions and ethnicity. • Where necessary individual risk assessments for employees and pupils at special risk (take account of medical advice). • Review EHCPs where required. • Regular communications that 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. • No stakeholder will be allowed in school if they have a cough or a temperature. • Remote education is continuing as much as possible to limit numbers attending school. • Assess how many employees are needed in school and identify those that can remain working from home. • Employees shielding at home manage online work, whilst those in school only teach. • Returning to school will be for groups on a priority basis (early years settings - 3 and 4 year olds followed by younger age groups); or (Primary schools -nursery, reception, year 1 and year 6); or (Secondary - years 10 and 12 students). • If shortage of teachers, allocate teaching assistants to lead a group, working under the direction of a teacher. • Reviewing timetables to decide which lessons or activities will be delivered on what days. • Smaller class groups identified (split in half, with no more than 15 pupils per small group to one teacher and, if needed, a teaching assistant). • For early years' settings, the employees to child ratios within Early Years Foundation Stage (EYFS) will determine groups of pupils. • Identify and plan lessons that could take place outdoors. • Use the timetable to reduce movement around the school or building. • Planning break times (including lunch), so that all pupils are not moving around the school at the same time.



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		<ul style="list-style-type: none"> Communicate to parents on the preventative measures being taken (e.g. post risk assessment on school website). Parents informed only one parent to accompany child to school. Parents and pupils encouraged to walk or cycle where possible. 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). Discourage parents and pupils from bringing in toys and other play items from home. Communications to parents (and young people) includes advice on transport. Daily briefing to pupils on school rules and measures with reminders before leaving rooms. Review behaviour policies to consider how pupils not following distancing rules will be managed. Employees fully briefed about the plans and protective measures identified in the risk assessment. Regular (daily) staff briefings. Keeping in touch with off-site workers on their working arrangements including their welfare, mental and physical health and personal security. Communication with contractors and suppliers that will need to prepare to support plans for opening (e.g. cleaning, catering, food supplies, hygiene suppliers). Liaison with transport providers to cater for any changes to start and finish times and confirm protective measures during journeys. Communication with others (e.g. extended school provision, lettings, regular visitors, etc.) Limit visitors by exception (e.g. for priority contractors, emergencies etc.). Keep parent appointments / external meetings on a 'virtual platform.'
DO	Control Access	<ul style="list-style-type: none"> Entry points to school controlled (including deliveries which must be left outside the main entrance). Signage up. Building access rules clearly communicated through signage on entrances – arrows on the tarmac indicating direction of travel at the Sneyd Wood entrance. Parents' drop-off and pick-up protocols to minimise contact. School start times staggered so class groups arrive at different times. Floor markings outside school to indicate distancing rules (if queuing during peak times). 2m distance from road to school and along the fences. Screens installed to protect employees in reception. Hand washing facilities provided at main entrance. Also available in all teaching areas (apart from library which will have sanitiser). Visitors do not sign in with the same pen or touch screen devices in reception. HT on duty outside school to monitor protection measures.



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Implementing Social Distancing

- Safe distancing of 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.
- Reduced class sizes to no more than 15 pupils.
- Class groups kept together throughout the day and do not mix with other groups.
- Separate groups do not mix to play sports or games together.
- 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 group(s). Pupils will eat in classrooms and not use the gymnasium, library or auditorium. Teaching groups will stay in their teaching areas unless outside when spaces are timetabled to avoid groups mixing.
- If classes choose to eat in their outside areas, children must clean up everything at the end of the meal. Each class to have a dustpan and brush.
- Outside areas for KS2 classes will be marked out on the tarmac. Adjoining classes not to be outside at the same time.
- Assemblies not held in person.
- Separate spaces for each group clearly indicated in shared spaces (e.g. barriers or floor markings).
- Take out service only during lunch with pupils eating outside (weather permitting).
- Limiting the number of pupils who use the toilet facilities at one time.
- Groups use the same classroom or area of a setting throughout the day.
- Seating plans will be written for pupils Y1 to Y6 to ensure that expectations are clear.
- Only one pupil to sit at each desk, as far away from other pupils as possible.
- The same teacher(s) and other staff are assigned to each group and, as far as possible, these stay the same.
- Members of staff enter and exit the school via the external classroom doors.
- Rooms accessed directly from outside where possible.
- The staffroom is closed except as a corridor to the toilet or photocopier.
- Radios and phones used to communicate between different parts of school.
- Walkie talkies will be based in each learning area and one in the office in case of emergency.
- MDSAs to enter through the gymnasium to collect any lunches for their 'bubble', then exit again and enter the school site via the gate by the staff room closing it securely after them. Code to be shared as necessary.
- Lunches to be placed in the gymnasium on class labels by caterlink staff before collection so that staff do not mix.
- Reducing use of lifts to only those that need to use them.
- Lifts are single occupation only.
- Members of staff are on duty at breaks to ensure compliance with rules.
- *At lunchtime, staff may use the forest school area but must remain very obviously socially distanced at all times from staff in other bubbles.*

Implement Infection

- The minibus will not run due to the risk of infection.
- Wrap Around provision will cease from 1st June to reduce the risk of infection and cross contamination across class bubbles.



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Control Measures

- Staff or children who are shielding a person who is clinically extremely vulnerable will not be allowed to attend school as it is acknowledged that 'primary aged children cannot be expected to remain 2 metres apart from each other and staff'.
- Water bottles will be brought into school and left here. They will be disinfected if touched by another child and disinfected after school every Friday.
- Nothing will be allowed to be delivered to the school for children through the day. If a child forgets their lunch, they will be given a school lunch and the parent will be charged.
- If a child needs to leave school, they will be released from class to the reception area where they will be supervised leaving the building to their parent's care. They will not return that day.
- Sufficient handwashing facilities are available.
- Where there is no sink, hand sanitiser provided in teaching areas – library.
- Frequent hand washing encouraged for adults and pupils (following guidance on hand cleaning).
- Hands cleaned on arrival at school, on entering the building after breaks, before and after eating, and after sneezing or coughing.
- Young pupils encouraged to learn and practise good hygiene habits through games, songs and repetition.
- Staff help is available for pupils who have trouble cleaning their hands independently.
- Adults and pupils are encouraged not to touch their mouth, eyes and nose.
- Be vigilant to pupils putting items in their mouths etc. and make sure these are dealt with immediately.
- 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')
- Lidded bins provided for tissues and paper towels. Recycling bins to be used for tissues and paper towels as they are larger and have lids. Normal bins to be used for recycling.
- Spaces well ventilated using natural ventilation (opening windows) or ventilation units.
- Doors propped open, where safe to do so to limit use of door handles.
- Ensure closed when premises unoccupied.
- Hand wash and paper towels to be provided in classrooms for use by members of staff.
- Thorough cleaning of rooms at the end of the day.
- Shared class materials and surfaces cleaned and disinfected frequently (e.g. toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, etc.)
- Staff will wipe down surface and door handles before break and before lunch. MDSAs will wipe down surfaces and door handles at the end of lunch. Cleaning products available in all learning spaces.
- All soft toys to be removed from classes.
- Toys and play equipment not to be shared between separate groups.
- All toys and play equipment to be thoroughly cleaned (by wrap around staff) at the end of every day.
- No outside play equipment to be used i.e. bikes.
- PE lessons will not involve shared equipment.
- Any PE equipment used will be washed after the session.
- Equipment used in practical lessons cleaned thoroughly between groups.



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		<ul style="list-style-type: none"> Outdoor equipment not used All reading books that are at home, should be brought back to school when the pupil returns. Limit shared resources being taken home – no book bags in school and no more books taken home. Online books offered as suggestions i.e. Oxford Owl. Avoid sharing books and other materials. All pupils to have learning resources packs in Y1-Y6 to avoid sharing stationery. No books or work handed in on paper from home. Use electronic submission. Hand sanitiser provided for the operation of lifts. Procedures should someone become unwell whilst attending school. Anyone with a cough or temperature will be sent home and testing will be offered. 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 regular cleaning of surfaces. <p>NOTE: 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 (determined by existing risk assessment), 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"> pupils 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; if a pupil becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. These individuals will be taken immediately to the Head's office to be cared for there. <p>However, PPE packs are being provided by GCC for all schools.</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"> 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. <p>Should employees have close hands-on contact they should monitor themselves for symptoms of possible COVID-19 over the following 14 days.</p>
Review	Communicate and Review Arrangements	<ul style="list-style-type: none"> Consultation with employees on risk assessments. Risk assessment published on school intranet and website. HT tasked with monitoring protection measures. Employees encourage to report any non compliance.



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| | | <ul style="list-style-type: none">• The effectiveness of prevention measures will be monitored by school leaders.• This risk assessment will be reviewed if the risk level changes and/or in light of updated guidance. |
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