

# Safety, Health and Environment (



# 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 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.

# <u>Key</u>

**Green highlighting-** Agreed (no matter what the font colour!)

Bold font- amendments/ changes to original Term 1 practise

Yellow highlighting - pending (dates to be changed/ decisions to be finalised)

**Red font-** to be confirmed (or awaiting further info from outside agencies)

**Blue font-** additions/ updates from the GCC risk assessment received 10/7 AND 28/8

**Orange font-** additions/ updates from the latest DfE guidance regarding reopening of schools from 8/3/21

## **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.

## RISK ASSESSMENT AMENDED FOR OPENING FOR ALL PUPILS SEPT 2020. ADDITIONS/ AMENDMENTS TO THIS RISK ASSESSMENT ARE WRITTEN IN BOLD

PLAN			REVIEW		
Prepare Building	Prepare Employees and Parents and pupils	Control Access	Implementing Social Distancing	Implement Infection Control Measures	Communicate and Review Arrangements
1. Ensure that all health	17. Involve employees in	37. Entry points to	43. Safe distancing or	44. Sufficient	60. Consultation with
and safety compliance	plans to return to school	school controlled	2 metres is a	handwashing facilities	employees (following
checks have been	and listen to any	(deliveries- btwn 10-2	preventative measure	are available. – bubbles	union advice) and
undertaken before	suggestions on	only) email sent 7/7	that will be adopted so	to wash hands in	Governors on risk
opening (e.g. fire alarm,	preventative measures		far as is reasonably	classrooms where poss	assessments see point
emergency lighting,	that can be taken.	<ul> <li>Parents to enter via</li> </ul>	practicable but it is	(timetable of	17 AND mtg 14/7
water hygiene, etc.).	SLT&Gov mtgs- 6/7, 7/7,	large vehicle gates	acknowledged that	handwashing breaks-	Brief Staff consultation
Tim- emailed on 21/5-	13/7- Qs on Teams	and leave via the	this is not always	see Map of M'side)	at end of Day 1, Week 1
list of jobs. Conversation	answered	pedestrian gate	possible in schools.	<ul> <li>Frequent hand</li> </ul>	and at fortnightly staff
with ST 28/5. Email	STAFF- initial	<ul> <li>Building access</li> </ul>	However, all the	washing	mtgs thereafter
confirming tasks	questions taken from	rules clearly	measures in this	encouraged for	61. Risk assessment
completion 27/5	staff- From 2/7	communicated	assessment are aimed	adults and	published on school
<b>Review evacuation</b>	following email from	through signage on	at reducing	pupils (following	intranet and website-
procedures- as Map of	ST, initial plan shared at	entrances.	transmission risksee	guidance on	w/b 13/7
Meadowside	staff mtg 8/7// Risk	<ul> <li>Parents' drop-off</li> </ul>	below	hand cleaning)-	62. Nominated
2. Ventilation systems	Assessment follow up	and pick-up	Reduced class	see Map of	employees tasked to
working optimately;	mtg- 15/7- opportunities	protocols to	<mark>sizes- no more than</mark>	M'side	monitoring protection
(ventilation system	for questions// Final	minimise contact	<mark>15.</mark>	45. <mark>hand sanitiser</mark>	measures SLT via

should be kept on	routine and protocols-	see Return to	•	Class groups kept	provided in classrooms-	Teams/ staff mtgs as per
continuously, with lower	Govs mtg- 25/2/21	School doc and Map		together	to be used before and	point 60
ventilation rates when	Staff mtg- 3/3/21 **	of M'side docs in		throughout the day	after chn visit toilet.	63. Employees
people are absent)	•INSET all staff- 2/9	SharePoint 54		and do not mix	46. Young pupils	encourage to report any
hall	18. <del>Vulnerable</del>	<ul> <li>School start times</li> </ul>		with other groups.	encouraged to learn and	non compliance.
3. Classrooms- doors,	employees and pupils	staggered so class		Bubbles to use	practise good hygiene	It is everyone's
windows, roof windows	('clinically vulnerable' to	groups arrive at		designated room	habits through games,	responsibility to ensure
opened (where possible)	coronavirus) identified	different times. see		and routes and staff-	songs and repetition-	we adhere to COVID
Fans on low throughout	and told not to attend	Return to School		See Map of M'side	built into timetable of	secure compliance
day (where poss)	school if shielding. Sam-	doc and Map of		for details	wk 1.	measures. Any
Doors/ windows opened	verbal conversation had	M'side docs in	•	Shared spaces are	Rpt in Sept for ALL	instances of non-
during break/lunchtimes	<del>w/b 25/5</del>	SharePoint		timetabled on a	pupils/ classes-	compliance should be
times to 'purge the air'	19. Consider personal			rota system,	establish new routines	firstly tackled with the
4. Room available for	risk factors: age,	38. Floor markings		cleaned between	and reestablish social	person concerned at
ppl displaying COVID	obesity, pregnancy,	outside school to		bubbles	distancing/ hygiene	the point of non-
symptoms (Treehouse	existing health	indicate distancing rules	•	Seating plans	rules	compliance to ensure
office)- please see	conditions and ethnicity.	(if queuing during peak		maintained for	Rpt in March for ALL	safety measures are
First Aid Doc	Where necessary	times) route for parents		each bubble	pupils/ classes-	upheld. Any concerns or
PPE supplies are	individual risk	painted onto paving/		classroom- to	reestablish set	repeated infringements
sufficient (Inc gloves,	assessments for	cones used for queuing.		allow for easy test	routines/ rules	are to be reported to
paper towels, hand	employees and	Signage on external		and tract contact	47. Staff help is	Sam Thomas or
sanitiser, tissues etc)	pupils at special risk	gates re. Social	•	Groups do not mix	available for pupils who	Catherine Mellersh for
See PP Model	(take account of	distancing expectations		to play sports or	have trouble cleaning	them to follow up with
classroom for detail	medical advice).	alotationing expectatione		games together	their hands	the person not
COVID-19 posters/	<ul> <li>Information sent to</li> </ul>	39. Screens to remain		bubbles to have	independently- built into	adhereing to the
signage displayed -	all staff asking them	closed to protect		separate playtime	timetable of wk 1	measures outlined here.
purchased and printed	to inform Sam if they	employees in reception		spaces which they	<ul> <li>Adults and pupils</li> </ul>	64. The effectiveness of
26.5.20 office staff	believe a personal	in place		do not share -see	are encouraged not	prevention measures will
5. Modify school	risk assessment	in place		Return to School	to touch their mouth,	be monitored by school
entrance to maintain	needs to be carried			doc and Map of	eyes and nose.	leaders. See point 62
social distancing	out- written w/b 25/5	40 <mark>. Hand sanitiser</mark>		M'side docs in	<ul> <li>Adults and pupils</li> </ul>	65. This risk assessment
(screens remain closed)	Emailed to staff 29/5	provided at entrance for		SharePoint	encouraged to use a	will be reviewed if the
6. Consider one-way	20. Review EHCPs	visitors.on order.			tissue or elbow to	risk level changes and/or
system if possible for	where required. Parents	Arriving by 1/6	•	The number of	cough or sneeze	in light of updated
<del>circulation around the</del>	phoned and individual			pupils in shared	and use bins for	guidance See colour
building. Routes	requirements agreed	<ul> <li>Bags provided for</li> </ul>		spaces (e.g. halls,	tissue waste ('catch	coding on page 1 for
carefully considered by	w/b- 18/5 A variety of	visitors' reusable face		dining areas) for	it, bin it, kill it')	details on updates/
SLT- see Route map for	bespoke learning	masks for them to take		lunch and exercise	48. Bins for tissues	changes seen in this
ingress/ egress to/from	packages agreed with	home		is limited to specific	provided and are	document
each classroom- This	parents for those chn			group(s) at specific	emptied at lunchtime-	
includes marked areas	who are not returning.	41. Visitors to be signed		times, these are	see schedule on PP of	

where bubbles do not 21. Regular in by office staff (behind cleaned in btwn Model classr	room-
mix and shared areas communications that screen) to avoid the <b>bubbles</b> see cleaners to s	
where extra measures those who have need to share pens etc. Return to School rooms.	
are required. (These coronavirus symptoms, doc and Map of 49. Spaces v	
spaces and seating         school Letters sent to         contact if necessary         each group clearly         using fan wh           plans for bubble         Parents via ParentPay-         ontact if necessary         indicated in shared         ventilation ur	, ,
$f_{\rm recome}$ for the end of $14/7$ and on subscription $f_{\rm recome}$	
42. Stall off duty outside	
7 Dut down floor	
morkings along the providing them of protection measures-	
middle of two work	
corridore to keep groupe the second monitor chira special second monitor chira as per	
apart and 'keep left' about testing • Thiormation shared about testing • Take out service • Take out service	ors
signs. Routes for available for those only during lunch propped op	
ingress/egress adopted with symptoms • Staff on duty at with pupils eating in permitting A	
instead- see route map 22. Remote education is the start of each separate bubbles as each break	
8. In areas where continuing as much as day to guide indicated in Map of the rooms a	
queues may form, put possible to limit numbers parents/chn. M'side doc allow an air	
down floor markings to attending school Staff 51. Sanitising	
indicate distancing. to complete on Wed • mtgs on virtual Being made off site paper towels	
9. separate doors be 23. Assess how many platform where poss and delivered by provided in c	
used for in and out of employees are needed (in Family Guide info-	embers of
the building (to avoid in school and identify sent 14/7)   Limiting the number staff to clean	
crossing paths). See that can remain high use are	as at
route map working from home	
10. Identify doors that 18/5 & 26/5 one time 1 child on PP Mode	l classroom
	h cleaning of
limit use of door handles at home manage online to loss at the toilets during lesson rooms at the	end of the
and aid ventilation) work, whilst those in time. (if larger grps day guidan	ce from
taking account of fire school only teach	
safety and safeguarding. bespoke learning 53. Shared n	naterials
Seek advice from SHE if packages for chn with and surfaces	s cleaned
necessary. EHCPs not returning to or Groups use the and sterilised	d frequently
same classroom or (e.g. toys, bo	
11. Identify rooms that 25. Returning to school area of a setting chairs, doors	s, sinks,
can be accessed directly will be for groups on a throughout the day.	
from outside (to avoid priority basis Primary basis Primary basis Primary bannisters, e	
shared use of schools -, reception, • Seating plans to Chn request	ted to bring

corridors) see Route	year 1 and year 6 See	ensure pupils sit at	in pencil case with
map	Return to sch doc in	the same desk info	frequently used
12. Organise	SharePoint	shared at staff mtg	equipment. Non
classrooms for	<ul> <li>If shortage of</li> </ul>	26/5 see photos in	frequently used
maintaining as much	teachers, allocate	PP in SharePoint	equipment (eg glue,
space as possible	teaching assistants	Desks should be	scissors etc) may be
between seats and	to lead a group,	 spaced as far apart	shared 1 btwn 2 chn.
desks.	working under the	as possible. <b>Chn</b>	To be sprayed/ cleaned
<ul> <li>Inspect classrooms</li> </ul>	direction of a	should be	at end of each day
and remove	teacher.	encouraged to	54. Toys and play
unnecessary items.	26. Smaller class groups	keep apart where	equipment appropriately
<ul> <li>Remove soft</li> </ul>	identified (split in half,	possible but it is	cleaned between groups
furnishings, soft toys	with no more than 15	acceptable for	of pupils using it, and not
and toys that are	pupils in class-sized	them not to	shared with multiple
hard to cleanput in	bubbles with 2 adults	distance within	groups sterlising fluid
bin bags and store	where possible	their group	available in classrooms
in library	<ul> <li>Info on extra</li> </ul>	The same teacher(s)	Equipment used in
<ul> <li>See</li> </ul>	cleaning and resource	 and other staff are	practical lessons
photos/information	sharing given- staff	assigned to each	cleaned thoroughly
of model classroom	mtg 8/7 and Map of	group and, as far as	between groups.
13. In toilets middle	Meadowside doc/	is possible, these	Shared space- eg-
cubicle/ sink/ urinal of 3	Model Classroom PP-	stay the same.	computing suite-
to be taken out of use-	in SharePoint folder	(excepting	cleaned at
use tape on floor-do not		intervention grps)-	lunchtime
stand here .	27. • Identification of	see Map of M'side	(middays) btwn
14. Put up laminated	lesson that take place	Where intervention	bubbles
picture signs in toilets	outdoors- SLT has	 grps are taken,	55. All Outdoor
and classrooms in front	created timetables to	staff can work	equipment remains out
of sinks showing	allow for this, whilst	across their	of use
handwashing -	keeping shared spaces	partner yr grp but	56. Limit shared
purchased 26.5.20.	separate- shared with	must maintain a	resources being taken
15. Make arrangements	staff 14/7.	distance btwn	home- own equipment
with cleaners for	<ul> <li>Use the timetable to</li> </ul>	themselves and	only. Parents are
additional cleaning and	reduce movement	the chn and the	advised to only send in
agree additional hours to	limit use of shared	chn from each	items that can easily be
allow for this	spaces around the	bubble. Chn must	cleaned- parent letter
Wednesday opportunity	school or building.	each have their	14/7 26/2/21
for deeper cleaning- Mtg	<ul> <li>Planning break</li> </ul>	own equipment	57. Avoid sharing books
with ST 28/29.5	times (including	Most Rooms	and other materials-
With 01 20/20.0	lunch), so that all	 accessed directly	chn's bks to be
16A COVID-19	pupils are not	from outside where	handed out/ collected

message to display on	moving around the		possible- see routes	in by staff only and	
screens when locked.	school at the same		of Map of M'side.	stored centrally when	
Key COVID-19	time.			not in use. They may	
	28. Communicate to		The occupancy of	be taken home for	
messages on laminated posters around school-	parents on the		staff rooms and	marking but only if	
			offices limited- max		
purchased 26.5.20	preventative measures		of 8 staff in staff	necessary 58. Procedures should	
Oto manage di attanti an di	being taken (e.g. post		room- KS1 grp rm		
Staggered start and	risk assessment on		identified for	someone become unwell	
finish times, break and	school website)		overflow if needed.	whilst attending school	
lunch times allow for	ParentPay- email-		Bench outside for	flowchart in classrooms	
keeping bubbles	Family Guide informing		staff to use if desired	and offices re COVID	
separate.	all families of return to		Extra tables/ chairs	symptoms. These	
Extra cleaning of	sch protocols-14/7		to be removed from	remain unchanged.	
lunch time equipment	Post on website- 15/7		staff room??	First Aid protocol doc in	
is built into this	• email sent 1/9	_	Lunchtimes have	SharedPoint and shared	
Remote learning	Email sent to parents		been rota-ed to	with staff/ families 28/5-	
arrangements are	26/2/21 with updates		ensure limited staff	Put up in sch 1/6 Sent to	
underway- Protocol	w/b 1/3. To inc	i	in staff rm	Parents as part of the	
needs confirming-	reminders of the	•	Extra office space-	Family Guide 1/6	
Sept	following:		Glade grp rm/ KS1	Updated 1/9	
	<ul> <li>Parents informed</li> </ul>		grp rm/ Treehouse	First aiders are in all	
<ul> <li>Policies and</li> </ul>	only one parent to		office- used to	paired yr grps + EYFS	
procedures are being	accompany child to		allow distancing of	59. Staff providing close	
updated- see	school.		adults	hands-on contact with	
September Opening	<ul> <li>Parents informed</li> </ul>		use of Teams to	pupils need to increase	
folder on SharePoint	that only adults from		communicate	their level of self-	
<ul> <li>Website to be</li> </ul>	the child's own		between different	protection, such as	
updated w/b13/7	household can drop		parts of school	minimising close contact	
<ul> <li>Visitor protocol- see</li> </ul>	off and collect		encouraged.	and having more	
Map of Meadowside	<ul> <li>Parents and pupils</li> </ul>		onoouragoa.	frequent hand-washing	
doc & Point 28	encouraged to walk	•	Members of staff are	and other hygiene	
<ul> <li>Recovery Curriculum</li> </ul>	or cycle where		on duty at breaks to	measures, and regular	
ethos written by SLT-	possible.		ensure compliance	cleaning of surfaces	
w/b 6/7 and shared	<ul> <li>Staggered drop-off</li> </ul>		with rules see 42	See First Aid doc	
with staff- mtg- 1/7,	and collection times		With Tules See 42	NEED TO DECIDE	
<mark>15/7</mark>	planned and	•	Reminders of 'no	ABOUT PPE IN CASES	
<ul> <li>COVID19 infection</li> </ul>	communicated to			OF INTIMATE CARE-	
protocol- flowchart	parents.		touching'	WHO?	
created (see first aid	<ul> <li>Made clear to</li> </ul>		approach for	NOTE:	
doc)	parents that they		young chn to	Wearing a face covering	
<b>KITCHEN EQUIPMENT</b>	cannot gather at		understand	or face mask in schools	
	cannot gamer at	(	distancing		

CHECKED FOR COMPLIANCE- CATERLINK • Kitchen equipment checked and cleaned by Phil Stacey 1/9	<ul> <li>entrance gates or doors</li> <li>Remind parents face coverings must be worn</li> <li>Remind parents to vacate site asap</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>Discourage parents and pupils from bringing in toys and other play items from home.</li> <li>chn told to bring own stationery to limit shared resources (extras provided by sch, where necessary- Milton used in all classes to sterilise shared resources btwn use)</li> <li>Communications to parents (and young people) includes advice on transport.</li> <li>29. Daily briefing to pupils on school rules and measures with reminders before leaving rooms msg given to staff in mtg 26/5 and</li> </ul>	<ul> <li>PE- outdoor PE only- External coaches are allowed, providing this is outside and equipment is thoroughly cleaned btwn use</li> <li>Indoor PE for KS1 (core strength focus) Equipment is rota-ed across the classes with at least 48 hrs btwn uses. Frequently used surfaces cleaned in btwn bubbles using the space (including the floor!) Any apparatus used has been designated for particular yr grps to prevent cross conatmination</li> <li>Outdoor visits may restart (no overnight stays- Y4 residential postponed- Summer term?)</li> <li>Currently no visits may take place</li> <li>Doutdoor visits may take place</li> <li>Doutdoor visits may take place</li> <li>Diverse from the space (and the stapson the stable stapson the</li></ul>
		risk assessments to take into account extra COVID secure     first aid to pupils will not

pupils not following	measures (increased	be expected to maintain
distancing rules will be	handwashing,	2m distance. The
managed DP- shared		
28/5- see doc in Policies	distancing etc)	following measures will be adopted:
folder on SharePoint	• sit grps of chn	First Aiders will work
	together on coaches	
Share behaviour	rota spaces used	across paired bubbles,
expectations with	with cleaning time in	See First Aid doc for
parents and chn-	btwn	detail
chn reminded	MORE DETAILS TO	<ul> <li>washing hands or</li> </ul>
throughout wk 1 and	FOLLOW IN SEPT	using hand sanitiser,
beyond as	It has been advised	before and after
necessary	by HSE that we do not	treating injured
31. Employees fully	invite parent helpers to	person;
briefed about the plans	accompany school	<ul> <li>wear gloves or cover</li> </ul>
and protective measures	visits. As a direct	hands when dealin <mark>g</mark>
identified in the risk	consequence of this,	with open wounds;
assessment See Point	we do not have the	<ul> <li>if CPR is required on</li> </ul>
17	staff capacity in most	an adult, attempt
32. <mark>Regular staff</mark>	year groups to	compression only
briefings via Teams	facilitate school visits	CPR and early
33. <del>Keeping in touch</del>	at this time. 15/9	defibrillation until the
with off-site workers on		ambulance arrives;
their working		<ul> <li>if CPR is required on</li> </ul>
arrangements including		a child, use a
their welfare, mental and		resuscitation face
physical health and		shield if available to
personal security SLT		perform mouth-to-
phone calls and via staff		mouth ventilation in
mtgs		asphyxial arrest
34. Communication with		Ordered 1/6- to be
contractors and		put in each Bubble
suppliers that will need		First Aid Kit
to prepare to support		<ul> <li>dispose of all waste</li> </ul>
plans for opening (e.g.		safely.
cleaning, catering, food		This information has
supplies, hygiene		been sent to staff in the
suppliers) Sue- w/b		First Aid document
25/5. & follow up email		found on SharePoint
1/6 & Follow up email		27/5
7/7		
Assurances that		Should employees have
		Chould Chiployees have

Caterlink comply with	close hands-on contact
guidance for food	they should monitor
businesses & agreed	themselves for
protocol for staggered	symptoms of possible
lunches- email sent 7/7	COVID-19 over the
providing details of	following 14 days.
our requirements	
(seating capacity,	Measures to be taken
distancing of bubbles,	during music- playing/
cold lunches only in 1 <sup>st</sup>	singing
instance, cleaning	- physical distancing
btwn bubbles, etc)	- outside wherever
35. Communication with	possible
others (e.g. extended	- limit grps to no more
school provision,	than 15
lettings, regular visitors,	- position chn side to
etc.) Little Meadow	side/ back to back
group- DP – 14/5, 10/7	- ensure good
Slimming World – SN-	ventilation
w/b 25/5- Slimming	- no sharing of
World have said that	instruments
they do not intend to	Lateral Flow testing
return before Sept 2020.	twice weekly being
SN to liase before the	undertaken by staff
summer hols to confirm-	(Sun and Wed eve) to
letter received 6/7- They	pick up asymptomatic
wish to return Aug20-	cases. From 7/2/21
ST to confirm	
requirements and agree	
protocols Slimming	
World will use to	
mitigate transmission.	
36. Limit visitors by	
insisting that prior	
appointments are made	
Keep parent	
appointments /	
external meetings	
on a 'virtual	
platform	
communicated to	

Parents via ParentMail 29/5'		
• Out of Sch provision- Little Meadow- discussion with DP 10/7- Sch staff to take chn to LM's gate to avoid LM needing access to sch site LM arrangements for March onwards- TBC		

## Extras:

#### Bks going home- protocol

PE visitors

Music/pe-breathing!-measures

Educational Visits?