

## 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 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

## ULEY PRIMARY SCHOOL

1<sup>st</sup> risk assessed 20<sup>th</sup> May, 1<sup>st</sup> review 29<sup>th</sup> May, 2<sup>nd</sup> review 2<sup>nd</sup> June, review 19<sup>th</sup> June. Review 2<sup>nd</sup> July

### 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

<p>Prepare Building</p> <p>Green indicates in place so far</p> <p>Yellow indicates we have planned and considered this and there are actions to be completed</p> <p>Red –have actions</p>	NOTES	Prepare Employees and Parents and pupils	Y/N NOTES
<ul style="list-style-type: none"> <li>Ensure that all health and safety compliance checks have been undertaken before opening (e.g. fire alarm, emergency lighting, water hygiene, lifts, etc.). First kits to be checked as part of the routine</li> </ul>	<p>Stroud Alarms visit – fire checks Mar Emergency lighting x2 to be sorted – tba</p> <p>ZM Bell checks ZM emergency lighting check Ceri and ZM flushing taps frequently Carol checks temperatures Play equipment inspection – overdue (due to covid) so the play equipment that is inspected is not to be used – climbing frames, gym equipment etc.</p>	<ul style="list-style-type: none"> <li>Involve employees in plans to return to school and listen to any suggestions on preventative measures that can be taken.</li> <li>Vulnerable employees and pupils ('clinically vulnerable' to coronavirus) identified and told not to attend school if shielding.</li> <li>Consider personal risk factors: age, obesity, pregnancy, existing health conditions and ethnicity.</li> <li>Where necessary individual risk assessments for employees and pupils at special risk (take account</li> </ul>	<p>ZM summary document includes all the numerous government documents in to one – PPE, social distancing ect and what this looks like in school Individual staff considered and measures put in to place</p> <p>RA staff when appropriate to do so</p>

<ul style="list-style-type: none"> <li>• COVID-19 posters/ signage displayed (packs provided by GCC).</li> <li>• Modify school reception/ early years entrance to maintain social distancing (e.g. provide screens or floor markings).</li> <li>• Consider one-way system if possible for circulation around the building.</li> <li>• Stairways to be up or down only.</li> <li>• Put down floor markings along the middle of two-way corridors/stairs to keep groups apart and 'keep left' signs.</li> <li>• In areas where queues may form, put down floor markings to indicate distancing.</li> <li>• Can separate doors be used for in and out of the building (to avoid crossing paths).</li> <li>• 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.</li> <li>• Identify rooms that can be accessed directly from outside (to avoid shared use of corridors).</li> <li>• Organise classrooms for maintaining space between</li> </ul>	<p>Posters and signage laminated and displayed internally and externally – over and above what GCC are suggesting</p> <p>Child orientated posters to be sourced/created</p> <p>See plan of zones. Entrances and exits for all groups</p> <p>Zones demarcated through using tape and spray markings internally and externally</p> <p>See staggered timings for beginning/end day, playtimes and lunches</p> <p>Not possible for one way circulation – keeping to left in corridors</p> <p>Queuing areas demarcated to indicate distancing – toilets, handwashing and outside when entering school</p> <p>X2 year 6 groups use one entrance/exit but at different times</p> <p>X2 year 1 groups use one entrance/exit but at different times</p> <p>Internal safety fire doors can be propped open – by their mechanism</p> <p>Other internal doors can be propped open but change fire evacuation to say in the event of a fire – adults close doors?</p> <p>No doors to outside to be propped open – safeguarding</p> <p>Fire evacuation to be completed in the second week (8<sup>th</sup>) – another one planned for w/c 22<sup>nd</sup> June and 6<sup>th</sup> July</p> <p>Not always possible. Class 2 and access to Class 4 need to share but this will be at different times</p>	<p>of medical advice).</p> <ul style="list-style-type: none"> <li>• Review EHCPs where required.</li> <li>• Regular communications that 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>• Remote education is continuing as much as possible to limit numbers attending school.</li> <li>• Assess how many employees are needed in school and identify those that can remain working from home.</li> <li>• Employees shielding at home manage online work, whilst those in school only teach.</li> <li>• 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).</li> <li>• If shortage of teachers, allocate teaching assistants to lead a group, working under the direction of a teacher.</li> <li>• Reviewing timetables to decide which lessons or activities will be delivered on what days.</li> <li>• 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).</li> <li>• For early years' settings, the employees to child</li> </ul>	<p>Ongoing.</p> <p>EHCPs were reviewed at the beginning along with a risk assessment.</p> <p>Risk assessments have been reviewed and transition plan put into place</p> <p>This is published in letters to parents and in the Uley summary document plus posters around the school</p> <p>See letter to parents – school website</p> <p>Yes and welfare checks continue</p> <p>Done and school has a plan – see plan and letter to parents on school website</p> <p>Done and school has a plan – see plan and letter to parents on school website</p> <p>Done and school has a plan – see plan and letter to parents on school website</p> <p>Mental health and wellbeing is our priority</p> <p>Done and school has a plan – see plan and letter to parents on school website</p>
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<p>seats and desks.</p> <ul style="list-style-type: none"> <li>• Arrange sleep rooms to space out the cots and beds.</li> <li>• Inspect classrooms and remove unnecessary items.</li> <li>• Remove soft furnishings, soft toys and toys that are hard to clean.</li> <li>• In toilets middle cubicle/ sink/ urinal of 3 to be taken out of use.</li> <li>• Put up laminated picture signs in toilets and classrooms in front of sinks showing handwashing.</li> <li>• Position clocks with second hand or timers near sinks to teach pupils to wash for 20 seconds.</li> <li>• Make arrangements with cleaners for additional cleaning and agree additional hours to allow for this.</li> <li>• A COVID-19 message to display on screens when locked.</li> <li>• School field to be used for the children in attendance Children will use the school field in their allocated groups. School field is going to be zoned so more than one group can go out at any one time – zoned in to three with the middle zone not in use if two groups</li> </ul>	<p>All classrooms ahev desks set at 2m apart. This means that classes can fit approx 8-10 children with social distancing</p> <p>All soft equipment removed or out of bounds. Storage furniture turned around to prevent children from helping themselves</p> <p>Only applies to junior girls toilet Procedures in plaec to ensure that only 1 or 2 children to the toilet at any one time Children’s own posters</p> <p>Children sing as they clean as they have been taught 30 second timers have been purchased and could be used if needed</p> <p>Ceri visiting ZM Monday 18<sup>th</sup> May – start of conversations Ceri not employed directly by ZM but Interserve ZM conversations with Interserve looking for the assurance that the clearers know what they are supposed to do.</p> <p>Cleaner to be in school at 3.30 Monday – Thursday to go through cleaning routine 1.30 on a Friday</p> <p>Computer screens??? Like????</p> <p>Semi permanent spray has been purchased to mark areas ZM spoken to contractors re: boxes They are cutting the grass over half term and we will see how things work in school for the first week or so.</p>	<p>ratios within Early Years Foundation Stage (EYFS) will determine groups of pupils.</p> <ul style="list-style-type: none"> <li>• Identify and plan lessons that could take place outdoors.</li> <li>• Use the timetable to reduce movement around the school or building.</li> <li>• Planning break times (including lunch), so that all pupils are not moving around the school at the same time.</li> <li>• Communicate to parents on the preventative measures being taken (e.g. post risk assessment on school website).</li> <li>• Parents informed only one parent to accompany child to school.</li> <li>• Parents and pupils encouraged to walk or cycle where possible.</li> <li>• Staggered drop-off and collection times planned and communicated to parents.</li> <li>• Made clear to parents that they cannot gather at entrance gates or doors.</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>• Communications to parents (and young people) includes advice on transport.</li> <li>• Daily briefing to pupils on school rules and measures with reminders before leaving rooms.</li> <li>• Review behaviour policies to consider how pupils not following distancing rules will be managed.</li> <li>• Employees fully briefed about the plans and protective measures identified in the risk assessment.</li> <li>• Regular staff briefings.</li> <li>• Keeping in touch with off-site workers on their working arrangements including their welfare, mental and physical health and personal security.</li> <li>• Communication with contractors and suppliers that will need to prepare to support plans for opening</li> </ul>	<p>Rooms have been allocated – see plan, and the library has been allocated to be a back up room for a group – number of children and staff dependent. Library will be well cleaned and shut off to all children and adults at this point so it remains ready. See timetables</p> <p>Room size indicates how many children we can accommodate whilst observing the 2m rule Class 1 – 10 Class 2 - 10 Class 3 – 13 Class 4 – 10 Top end of hall - 6</p> <p>Communication to parents Tuesday 19<sup>th</sup> and Thursday 21<sup>st</sup> and 26<sup>th</sup>, 28<sup>th</sup> and 29<sup>th</sup> - see school website for all letters.</p> <p>Behaviour addendum on the school website and staff consulted, children aware</p> <p>Classes are checked at the beginning, end and throughout the day</p> <p>Various ways to communicate woth staff outside of school. Emails and conversations with staff regularly – this already happens</p>
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<p>are out – similar to toilets and sinks!</p> <ul style="list-style-type: none"> <li>School play ground follows the same procedure - zones</li> </ul>	<p>ZM to mark the field in to two zones with social distancing inbetween Marks on the playground indicating zones</p>	<p>(e.g. cleaning, catering, food supplies, hygiene suppliers).</p> <ul style="list-style-type: none"> <li>Communication with others (e.g. extended school provision, lettings, regular visitors, etc.)</li> <li>Limit visitors by exception (e.g. for priority contractors, emergencies etc.)</li> <li>Keep parent appointments / external meetings on a virtual platform.</li> </ul> <p>Other year groups returning on a Friday.</p>	<p>Caterlink – school has had communication from Caterlink in process Interserve – ZM meeting Ceri Monday 18<sup>th</sup> and will liaise with Interserve - ongoing</p> <p>Will be regular – utilise Carol in the office</p> <p>No planned visits whilst school is open to children. PAT testing has been re-arranged. Any contractors organised will be carefully planned</p> <p><b>As it happens</b></p> <p>Rooms cleaned thoroughly Thursday eve Cleaning throughout the day Handwashing procedures Catch it bin it Staggered start times, playtimes Water bottles to be brought in from home Snack to be brought in Toilets labelled Route around the footpath for adults to follow Parents to remain outside the school playground Rooms well ventilated Fire procedures explained to the children Behaviour code of conduct shared Social distancing Children to remain in bubbles</p>
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## DO

Control Access	Y/N and Notes	Implementing Social Distancing	Y/N and Notes	Implement Infection Control Measures	Y/N and Notes
<ul style="list-style-type: none"> <li>• Entry points to school controlled (including deliveries).</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>• School start times staggered so class groups arrive at different times</li> <li>• Floor markings outside school to indicate distancing rules (if queuing during peak times).</li> <li>• Screens installed to protect employees in reception.</li> <li>• Hand sanitiser provided at all entrances.</li> </ul>	<p>Children's entry points have been planned Any expected deliveries – conversations prior to delivering where they are to go depending on what it is</p> <p>See plan of drop off/collection points</p> <p>See plan of timings – letter on school website</p> <p>Completed – governor visit to observe</p> <p>A glass screen</p> <p>Hand sanitiser available on entry Table at front entrance for visitors to control under supervision</p> <p>Carol to sign people in/out</p> <p>Teachers and HT</p> <p>Confirmed Caterlink to drop off lunches by the front door - under the porch– don't need access to the school. Not to enter the school</p>	<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 class sizes.</li> <li>• Class groups kept together throughout the day and do not mix with other groups.</li> <li>• Groups do not mix to play sports or games together.</li> <li>• 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).</li> <li>• Assemblies not held or staggered.</li> <li>• Separate spaces for each group clearly indicated in shared spaces (e.g. barriers or floor markings).</li> <li>• Take out service only during lunch with pupils eating outside (weather permitting).</li> <li>• Limiting the number of</li> </ul>	<p>Communicated to all staff and parents</p> <p>All preventative measures have been communicated – letters and emails Staff – face to face</p> <p>Maximum of 10</p> <p>Groups will have their space indoors and outdoors No groups are sharing a space as of yet</p> <p>Worship will be held in groups/in rooms</p> <p>More so outside – demarcating of zones</p> <p>Pupils could eat outside in their dedicated zones</p> <p>Class teachers have</p>	<ul style="list-style-type: none"> <li>• Sufficient handwashing facilities are available.</li> <li>• Where there is no sink, hand sanitiser provided in classrooms.</li> <li>• Frequent hand washing encouraged for adults and pupils (following guidance on hand cleaning).</li> <li>• Hands cleaned on arrival at school, before and after eating, and after sneezing or coughing.</li> <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>• Be vigilant to pupils putting items in their mouths etc. and make sure these are dealt with immediately.</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>• Bins for tissues provided</li> </ul>	<p>Sinks in every room plus toilets Handsanitiser for all adults</p> <p>Planned – posters displayed on washing hands – adults <b>Child friendly posters</b></p> <p>See notes to staff and parents, and posters</p> <p>Part of the curriculum To be arranged</p> <p>Yes but this may not be their assigned adult to the group – ZM for example</p> <p>We will do all we can!</p> <p>No toys with small parts</p> <p>Tissues available for each class Not enough time to get a tissue if a child sneezes so elbow will be encouraged Posters displayed</p> <p>Lidded bins and bags</p>

<ul style="list-style-type: none"> <li>• School lunches to be eaten in the classrooms</li> <li>• Staffing for lunches is consistent across the groups</li> <li>• Lunchtimes reduced to half an hour due to managing social distancing – more shorter timed plays allocated to outside</li> <li>• Children who bring lunches in from school to bring their lunch in a washable box such as a plastic lunchbox</li> </ul>	<p>grounds if children are outside – ring the school and an alternative option will be provided</p> <p>Yes</p> <p>Yes</p> <p>Requested in parent letters</p>	<p>pupils who use the toilet facilities at one time.</p> <ul style="list-style-type: none"> <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>• The same teacher(s) and other staff are assigned to each group and, as far as possible, these stay the same.</li> <li>• Members of staff come to the classroom rather than groups of pupils circulate to different parts of the building/site.</li> </ul> <ul style="list-style-type: none"> <li>• Rooms accessed directly from outside where possible.</li> <li>• The occupancy of staff rooms and offices limited.</li> <li>• Radios provided and/or encouraging use of phones to communicate between different parts of school.</li> <li>• Members of staff are on duty at breaks to ensure</li> </ul>	<p>organised logistics of handwashing and toileting Close middle sinks and toilets</p> <p>As per plan – see letters on the school website</p> <p>As per plan – staff are limited and we don't have an additional pool of people to play with unless we bring in supply. Decision to not use supply agency so to minimise the risk by minimising the number of adults entering the school and in contact with the children. See letter to parent explaining procedures for symptoms – school website Staff and children assigned to places</p> <p>Some staff will have to be on a rota – lunchtime staff, HT to help support classes if needed. A member of staff cannot be expected to stay in the class all the time without a break Other staff stepping in will be regular</p> <p>Yes apart from class 2 Main entrance is a shared access for both Y1 groups but at different times 4 staff per staffroom 1 staff admin office – CC 1 staff HT office – ZM 2 sets of radios to be</p>	<p>and are emptied throughout the day.</p> <ul style="list-style-type: none"> <li>• Spaces well ventilated using natural ventilation (opening windows) or ventilation units.</li> <li>• Doors propped open, where safe to do so to limit use of door handles. Ensure closed when premises unoccupied.</li> <li>• Sanitising spray and paper towels to be provided in classrooms for use by members of staff.</li> <li>• Thorough cleaning of rooms at the end of the day.</li> <li>• Shared materials and surfaces cleaned and disinfected frequently (e.g. toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, etc.).</li> <li>• Toys and play equipment appropriately cleaned between groups of pupils using it, and not shared with multiple</li> </ul>	<p>purchased for each classroom and space as per guidance</p> <p>Windows to be opened – see guidance for staff</p> <p>Planned</p> <p>Spaces have been given cleaning kit - rolls of blue paper tissue for wiping areas with spray as recommended, detergent and disinfectant and guidance on dilution and contact time Gloves, aprons, masks etc provided – see staff guidance</p> <p>Planning for Friday afternoons to be closed in order for extra cleaning of equipment As well as end of the day</p> <p>Planned Classroom cleaning provision</p> <p>Planned Classroom cleaning provision</p>
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		<p>compliance with rules.</p>	<p>charged and utilised – if needed – Class 3? Between classes 1 and 2</p> <p>Break times – groups are supported by their staff Lunchtimes 2x MDSAs but consistent</p>	<p>groups.</p> <ul style="list-style-type: none"> <li>• Equipment used in practical lessons cleaned thoroughly between groups.</li> <li>• Outdoor equipment not used; or</li> <li>• Outdoor equipment appropriately cleaned between groups of pupils;</li> <li>• Multiple groups do not use outdoor equipment simultaneously.</li> <li>• Limit shared resources being taken home.</li> <li>• Avoid sharing books and other materials.</li> <li>• No books or work handed in on paper. Use electronic submission or if paper put in quarantine (e.g. for 3 days).</li> <li>• Procedures should someone become unwell whilst attending school.</li> <li>• 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.</li> </ul> <p>NOTE: Wearing a face covering or face mask in schools or other education settings is not recommended by PHE.</p>	<p>Planned</p> <p>Planned</p> <p>Cleaned inbetween use</p> <p>No resources to be taken home</p> <p>Children's own work stations</p> <p>See staff information and posters</p> <p>PPE equipment available for intimate care or should a child show symptoms and are being cared for by the adult</p> <p>This is clear in the staff</p>
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				<p>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"> <li>• 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;</li> <li>• if a pupil becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home.</li> </ul> <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"> <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</li> </ul>	<p>information</p> <p>Received</p> <p>In the staff information</p> <p>ZM to check first aid kits and add in this guidance in each kit</p>
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				<p>arrives;</p> <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> </ul> <p>Should employees have close hands-on contact they should monitor themselves for symptoms of possible COVID-19 over the following 14 days.</p> <p>Pupils: How are pupils prepared for this? Parents to talk to children prior to starting. Don't want to cause unnecessary anxiety!</p> <p>How do we manage any children who are unsettled, refuse to come in or 'kick off' once in school?</p>	<p>Communication in letters home that school will not look like school and will not be school as we know it but we will do all we can to ensure it is a safe and happy environment</p> <p>Parents encouraged to speak to the children positively about returning to school</p> <p>Photos sent as to what classrooms look like. Still doesn't prepare any of us for the unknown</p> <p>Remove the rest of the groups to a safe place as we usually do, as long as the groups stay together in one space – i.e outside of the library</p>
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REVIEW	Communicate and Review Arrangements				
Consultation with employees and trades union Safety Reps on risk assessments.	Risk assessment published on school intranet and website.	Nominated employees tasked to monitoring protection measures.	Employees encouraged to report any non compliance.	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.
Consultation with employees along the way	To be completed and minuted by governors	All staff	All staff	Governors and ZM Governor visit 31 <sup>st</sup> May	

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