

Safety, Health and Environment (SHE)

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

Cranham Primary School

Re-opening 8th March 2021



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.

Cranham C of E Primary School

March 2021

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
<p>Testing</p> <ul style="list-style-type: none"> All staff informed about Lateral Flow test process. Staff testing on Mondays and Thursdays with protocols in place for informing the HT of positive result. <p>Ventilation</p> <ul style="list-style-type: none"> Ventilation and AC systems working optimately; Classroom windows and doors to be open throughout lunch and 	<ul style="list-style-type: none"> Inform employees of additional measures. Individual risk assessments for employees and pupils at special risk (take account of medical advice) Regular communications that those who have coronavirus symptoms, or who have someone in their household who does, are not to attend school. 	<ul style="list-style-type: none"> Entry points to school controlled (including deliveries). Building access rules clearly communicated through signage on entrances. Parents' drop-off and pick-up protocols to minimise contact. School start times staggered so class groups arrive at different times. 	<ul style="list-style-type: none"> Safe distancing of 1 metre plus 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. Class groups kept together throughout the day and do not mix with other groups. The same teacher(s) and other staff are assigned to each group and, as 	<p>Face coverings</p> <ul style="list-style-type: none"> Face coverings to be worn by staff or visitors (unless exempt), outside classrooms and when moving around the premises. Pupils, staff and visitors will be expected to provide their own face covering. A supply of face coverings will be available for 	<ul style="list-style-type: none"> Consultation with employees and trades union Safety Reps on risk assessments. Staff meeting – 22nd Feb Risk assessment published on school intranet and website. Nominated employees tasked to monitoring protection measures. RS & WA Employees encourage to report any non compliance.

<p>breaktimes to create air flow.</p> <p>Signs and sanitizer</p> <ul style="list-style-type: none"> • COVID-19 posters/signage displayed Additional signage in the playground. • Modify school reception/ early years entrance to maintain social distancing Years R,1 & 2– Beech class entrance Years 5&6 - Main entrance Years 3&4 – Oak class entrance • Sanatizer provided at stair cases. • 'Keep left' signs in corridors. • Identify doors that can be propped open (to limit use of door handles and aid ventilation) taking account of fire safety and safeguarding. • Beech class and Oak class to be accessed directly from outside as much as possible. • Organise classrooms so that children do not sit 	<ul style="list-style-type: none"> • Information about testing displayed. • Planning break times (including lunch), so that all pupils are not moving around the school at the same time. • Updated risk assessment on school website). • 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. • Fortnightly briefing to pupils on school rules and measures. 	<ul style="list-style-type: none"> • Hand sanitiser provided at all entrances. • Signs to remind parents to avoid congregating, social distancing rules etc. • Staff on duty to monitor pupil and parent behaviour before and after school. • Supply staff and other temporary or peripatetic staff follow the schools arrangements for managing and minimising risk. • Volunteers limited and only used if essential for educational activities. 	<p>far as possible, these stay the same (some exceptions)</p> <ul style="list-style-type: none"> • Staff that move between classes and year groups, to keep their distance from pupils and other staff. <p>Sport</p> <ul style="list-style-type: none"> • KS1 & 2 do not mix to play sports or games together. • Staff fully aware of COVID-19 guidance issued by the relevant sports governing bodies for team sports and the required actions for each sport. • Competition between different schools not to take place until wider grassroots sport for under 18s in permitted <p>Shared spaces</p> <ul style="list-style-type: none"> • 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 	<p>anybody that does not have one due to having forgotten it or it has become soiled or unsafe.</p> <ul style="list-style-type: none"> • Cleaning of hands before and after removing or putting on face covering. • Face coverings placed in sealable plastic bags between use. • Face visors or shields only used after assessing the specific situation in addition to a face covering and not to be worn as an alternative to face coverings. <p>Handwashing</p> <ul style="list-style-type: none"> • Sufficient handwashing facilities are available. • Where there is no sink, hand sanitiser provided in classrooms. Hazel class • Frequent hand washing encouraged for adults and pupils 	<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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<p>opposite each other.</p> <ul style="list-style-type: none"> • Limit soft furnishings and remove toys that are hard to clean. • Separate toilets for each bubble. Two children in the toilet at a time. • Laminated picture signs in toilets and classrooms in front of sinks showing handwashing. • Additional 'first clean'. SW/ Office staff – 1:30 each day – door handles, toilets and sinks. • Outdoor tennis courts to be used in a way compliant with social distancing restrictions. 	<ul style="list-style-type: none"> • Employees fully briefed about the plans and protective measures identified in the risk assessment. This document circulated to staff • New signing in system. • Keep parent appointments / external meetings on a 'virtual platform' or outside. 		<p>group(s) as much as possible.</p> <ul style="list-style-type: none"> • Assemblies held in key stages. • Year 4 to eat in their classrooms, all others in the hall – tables and chairs cleaned down in between sittings. • Limiting the number of pupils who use the toilet facilities. • Groups use the same classroom throughout the day. • Seating plans to ensure pupils sit at the same desk. Pupils to share a basket of resources with partner. • Rooms accessed directly from outside where possible. • The occupancy of staff room limited to 4. Masks/ visors to be worn unless eating. • Staff sharing rooms do not work facing each other. • Desks moved so staff are back to back or side on, but still 2 metres apart. 	<p>(following guidance on hand cleaning).</p> <ul style="list-style-type: none"> • Hands cleaned on arrival at school, before and after eating, and after sneezing or coughing. • Young pupils encouraged to learn and practise good hygiene habits through games, songs and repetition. • Adults and pupils are encouraged not to touch their mouth, eyes and nose. • 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') • Bins for tissues provided and are emptied throughout the day. • 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 	
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				<p>displayed in staff room.</p> <p>First Aid</p> <ul style="list-style-type: none">• Qualifications list reviewed. 2 members of staff enrolled on training.• Employees providing first aid to pupils will need to adopt the following measures:<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;	
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