



# Safety, Health and Environment (SHE) GCC COVID-19 RISK ASSESSMENT PROCESS FOR SCHOOLS & EDUCATIONAL SETTINGS

(Revised for Period Beginning September 2021)



## Castle Hill Primary School - COVID-19 Risk Assessment for schools- From September 2021

### 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 and comply with DfE 'system of control' requirements. 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. This format does not have to be used but your local risk assessment must be suitable and sufficient.

**Who may be at risk:** Employees, pupils and young people, families (parents, carers and siblings), visitors, contractors, members of the public.

**Vulnerable groups:** Where schools apply the full measures in this guidance the risks to all staff will be mitigated significantly, including those who are extremely clinically vulnerable and clinically vulnerable. Some people with particular characteristics may be at comparatively increased risk from COVID-19 (due to age, deprivation, ethnicity, etc.). An individual risk assessment may be appropriate for those who are very anxious about returning to their workplace.

PLAN		DO			REVIEW
Prepare Building, timetables and lessons, policies and procedures	Prepare Employees, Parents and pupils and other site users	Control Access and Visitors	Minimise contacts and social distancing	Infection Control Measures	Communicate and Review Arrangements
<b>Buildings</b> <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.).</li> <li>Reviewing emergency and evacuation procedures (e.g. fire wardens, escape routes, roll-call, assembly areas, etc.).</li> <li>Ventilation and AC systems working optimally; (ventilation system should be kept on</li> </ul>	<b>Employees</b> <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>Consider personal risk factors: age, pregnancy, existing health conditions and ethnicity and where necessary conduct individual risk assessments. All staff return to school unless a</li> </ul>	<b>Access</b> <ul style="list-style-type: none"> <li>Entry points to school controlled (including deliveries). Entry into foyer of school reopens ..</li> <li>Building access rules clearly communicated through signage on entrances.</li> <li>Reception and KS1 pupils enter through KS1 playground gate.</li> <li>KS2 pupils access through KS2 gate.</li> </ul>	Minimising contacts and mixing between people reduces transmission of COVID-19 and the school will consider how to implement this again by following the Outbreak Management Plan published on the school website. <ul style="list-style-type: none"> <li>There will be no use of Bubbles.</li> <li>At playtimes and lunchtime all pupils can play together.</li> <li>The football club and school team</li> </ul>	<b>Minimise contact with individuals who are unwell:</b> <ul style="list-style-type: none"> <li>Refer to PHE guidance and Action Cards for School Managers. This is on the noticeboard in the school office.</li> <li>Anyone with COVID-19 symptoms should not attend school and be advised to go for a PCR test.</li> </ul>	<ul style="list-style-type: none"> <li>Consultation with employees and trades union Safety Reps on risk assessments.</li> <li>Risk assessment published on the school website.</li> <li>Nominated employees tasked to monitor protection measures. SB/KE/JD</li> <li>Key Stages to manage own rotas.</li> </ul>

<p>continuously, with lower ventilation rates when people are absent).</p> <ul style="list-style-type: none"> <li>• Provision for children who display COVID-19 symptoms/ become ill during the day to be isolated. Space identified is the PPA room.</li> <li>• School has sufficient supplies of PPE including cleaning materials and hand washing/sanitising liquids that meet DfE/PHE requirements.</li> <li>• Suitable and sufficient bins are provided to support pupils and staff to follow the 'catch it, bin it, kill it' approach.</li> <li>• Sufficient tissues are provided in all rooms.</li> <li>• Caterlink to provide lunches. All pupils to eat in the dining room.</li> <li>• Make arrangements with cleaners to put in place an enhanced cleaning schedule that includes frequent cleaning of rooms, shared areas that are used by different groups and frequently touched surfaces.</li> </ul> <p><b>Timetabling and lessons</b></p> <ul style="list-style-type: none"> <li>• Prepare arrangements to allow remote learning to</li> </ul>	<p>letter from their doctor delays this.</p> <ul style="list-style-type: none"> <li>• Employees fully briefed about the plans and protective measures identified in the risk assessment.</li> <li>• Regular staff briefing via Staff Meeting. Weekly SLT Meetings on Tuesday</li> <li>• JD/SB to keep in touch if any staff need to work off-site on their working arrangements including their welfare, mental and physical health and personal security.</li> <li>• Regular communications that those who have coronavirus symptoms should not attend school but if living with someone in their household who does, they are able to attend school.</li> <li>• Information is shared about testing available</li> </ul>	<ul style="list-style-type: none"> <li>• All KS2 children to go straight to class on arrival to school between 8.50am and 9am.</li> <li>• Masks are not required whilst parents are in the playground. but may be worn if preferred.</li> <li>• Staff members will not wear a mask whilst in the company of adults and when on playground duty.</li> <li>• Staff on duty to monitor pupil and parent behaviour before and after school in KS1..</li> <li>• Screens have been installed to protect employees in reception.</li> <li>• Shared pens have been removed from reception.</li> <li>• Hand sanitiser is provided.</li> <li>• Staff will be on duty outside school to monitor protection measures.</li> </ul> <p><b>Visitors</b></p> <p>Parents Evening in October by</p>	<p>can meet during this period and play other school teams..</p> <ul style="list-style-type: none"> <li>• School breakfast and after-school clubs will operate in the usual way.</li> <li>• Large gatherings such as assemblies or collective worship will resume.</li> </ul> <p><b>Minimising contact</b></p> <ul style="list-style-type: none"> <li>• Doors propped open, where safe to do so to limit use of door handles and for ventilation. Ensure it is closed when premises are unoccupied.</li> </ul> <p><b>PE and School Sport</b></p> <ul style="list-style-type: none"> <li>• Sports equipment thoroughly cleaned between each use.</li> <li>• FA guidance followed</li> <li>• Outdoor sports should be prioritised where possible.</li> <li>• Large indoor spaces used where it is not.</li> <li>• Activities delivered by external</li> </ul>	<p>Pupils can attend school if someone in their household has COVID..</p> <ul style="list-style-type: none"> <li>• If anyone becomes unwell at school they will be isolated, sent home and provided with information on what to do next.</li> <li>• An unwell child awaiting collection, will be isolated in the PPA room with or without adult supervision (depending on age and needs of the child).</li> <li>• Staff caring for a child awaiting collection to keep a distance of 2 metres.</li> <li>• PPE to be worn by staff caring for the child if 2 metres distance cannot be maintained.</li> <li>• Staff to wash their hands after caring for a child with symptoms.</li> <li>• All areas where a person with</li> </ul>	<p>Staff room can be used fully.</p> <ul style="list-style-type: none"> <li>• The effectiveness of prevention measures will be monitored by SLT.</li> <li>• This risk assessment will be reviewed at any time the risk level changes (e.g. following local/national lockdown or cases or an outbreak) and in light of updated guidance.</li> </ul>
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<p>take place should a partial or full closure of the school be required, at any point in the next academic year.</p> <p><b>Policies and procedures</b></p> <ul style="list-style-type: none"> <li>Update policies to reflect changes brought about by COVID-19, including: <ul style="list-style-type: none"> <li>Safeguarding/child protection</li> <li>Behaviour</li> <li>Curriculum</li> <li>Special educational needs</li> <li>Visitors to school.</li> </ul> </li> <li>Establish a visitors' protocol so that parents, contactors, professionals working with individual children are clear about the infection control measures that you have in place.</li> <li>Governing boards and school leaders to have regard to staff (including the headteacher) work-life balance and wellbeing. Information shared about the extra mental health support for pupils and teachers is available.</li> </ul> <p><b>Response to any infection</b></p> <ul style="list-style-type: none"> <li>All staff offered lateral flow tests on Mondays</li> </ul>	<p>for those with symptoms.</p> <ul style="list-style-type: none"> <li>Where there are appropriate sources of guidance (e.g. CLEAPSS, afPE, CILIP, etc.) Heads of Departments/ teachers should refer to curriculum specific guidance.</li> <li>Consider how online resources can be used to shape remote learning. School has purchased Google classroom. See Saw will be used to upload work to share with the teacher.</li> <li>Continue to be prepared for remote education for pupils, alongside classroom teaching in case of further lockdowns or pupils having to isolate.</li> <li>Pupils isolating will be able to access the same work as class on Google Classroom when activity lends itself to delivery in that way. PAWS, Big</li> </ul>	<p>telephone communication..</p> <ul style="list-style-type: none"> <li>A record kept of all visitors to assist NHS Test and Trace, including: <ul style="list-style-type: none"> <li>the name;</li> <li>a contact phone number;</li> <li>date of visit;</li> <li>arrival and departure time;</li> <li>the name of the assigned staff member.</li> </ul> </li> </ul>	<p>coaches, clubs and organisations will commence.</p> <ul style="list-style-type: none"> <li>Staff fully aware of COVID-19 guidance issued by the relevant sports governing bodies for team sports and the required actions for each sport.</li> <li>Competition between different schools will take place - wider grassroots sport for under 18s is permitted</li> <li><b>Educational Visits and journeys</b></li> <li>Educational visits to take place.</li> <li>I.O.W provisionally booked and kept under consideration for July 2022.</li> </ul>	<p>symptoms has been to be cleaned after they have left.</p> <ul style="list-style-type: none"> <li>Should staff have close hands-on contact they should monitor themselves for symptoms of possible COVID-19</li> </ul> <p><b>Hand washing</b></p> <ul style="list-style-type: none"> <li>Frequent hand washing encouraged for adults and pupils (following guidance on hand cleaning).</li> <li>Sufficient handwashing facilities are available.</li> <li>Where there is no sink, hand sanitiser provided in classrooms.</li> <li>Pupils to clean their hands when they arrive at school, when they return from breaks, when they change rooms and before and after eating.</li> <li>Staff help is available for pupils</li> </ul>	
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<p>and Thursdays and reported the outcome to Track and Trace.</p> <ul style="list-style-type: none"> <li>● SLT understands the NHS Test and Trace process and how to contact their local Public Health England health protection team.</li> <li>● Plan how to inform staff members and parents/ carers that they will need to be ready and willing to <ul style="list-style-type: none"> <li>○ book a test if they are displaying symptoms;</li> <li>○ inform the school immediately of the results of a test;</li> <li>○ provide details of anyone they have been in close contact with;</li> <li>○ self-isolate if necessary.</li> </ul> </li> </ul>	<p>Write and topic Web also available as well as signposting to Oak National Academy.</p> <p><b>Parents/pupils.</b></p> <ul style="list-style-type: none"> <li>● Communicate to parents via newsletter on the preventative measures being taken.</li> <li>● Post the risk assessment or details of measures on the school website.</li> <li>● Parents and pupils informed by newsletter about the process that has been agreed for drop off and collection.</li> <li>● Parents have a point of contact for reassurance as to the plans put in place. They can ring or email the school office.</li> <li>● Clear messages to pupils about minimising the use of public transport and how to reduce the risks of transmission outside of school.</li> </ul>			<p>who have trouble cleaning their hands independently (e.g. small children and pupils with complex needs).</p> <ul style="list-style-type: none"> <li>● Use resources such as “e-bug” to teach effective hand hygiene etc.</li> </ul> <p><b>Respiratory hygiene</b></p> <ul style="list-style-type: none"> <li>● Adults and pupils are encouraged not to touch their mouth, eyes and nose.</li> <li>● Adults and pupils encouraged to use a tissue to cough or sneeze and use bins for tissue waste (‘catch it, bin it, kill it’)</li> <li>● Tissues to be provided.</li> <li>● Bins for tissues provided and are emptied throughout the day.</li> <li>● Assemblies will happen daily and include singing..</li> </ul>	
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	<p><b>Others</b></p> <ul style="list-style-type: none"> <li>• Communication with contractors and suppliers that will need to prepare to support plans for full opening (e.g. cleaning, catering, food supplies, hygiene suppliers).</li> <li>• Discussion with caterers to agree arrangements .</li> <li>• Communication with other building users (e.g. lettings, extended school provision, regular visitors, etc.)</li> <li>• Social workers and safeguarding issues will enable visits to school.</li> </ul> <p><b>Lettings and non-school users</b></p> <ul style="list-style-type: none"> <li>• Hire external providers permitted for before and after-school educational activities and wraparound childcare for your pupils permitted (for vulnerable children and to support parents to</li> </ul>			<p><b>Cleaning</b></p> <ul style="list-style-type: none"> <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 to be cleaned frequently (e.g. toys, books, desks, chairs, doors, sinks, toilets, light switches, handrails, etc.).</li> <li>• Outdoor equipment appropriately cleaned frequently.</li> <li>• Toilets to be cleaned regularly.</li> <li>• Hand sanitiser provided for the operation of lifts.</li> </ul> <p><b>PPE</b></p> <p>The majority of staff in education settings will not require PPE beyond what they would normally need for their work. PPE is only needed in a very</p>	
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	<p>work, attend education or access medical care).</p> <ul style="list-style-type: none"> <li>• Clubs to resume.</li> <li>• Any groups hiring the facilities must refer to relevant government guidance or their own associations and national governing body for guidance on running the club or event following the COVID-19 guidelines.</li> <li>• The school will be hiring the hall to known organisations working with children.</li> <li>• Breakfast Club and The Keep will operate outside of the school day inside the building. Clubs can continue.</li> </ul>			<p>small number of cases, including:</p> <ul style="list-style-type: none"> <li>• where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at schools, and only then if a distance of 2 metres cannot be maintained</li> <li>• where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used..</li> </ul> <p><b>First Aid</b></p> <ul style="list-style-type: none"> <li>• All qualifications in date. All staff have received basic first aid training.</li> <li>• wear gloves or cover hands when dealing with open wounds;</li> <li>• if CPR is required on an adult, attempt compression only</li> </ul>	
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				<p>CPR and early defibrillation until the ambulance 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>	
<ul style="list-style-type: none"> <li>• <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a></li> <li>• <a href="https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak">https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak</a></li> <li>• <a href="https://www.gov.uk/guidance/maintaining-records-of-staff-customers-and-visitors-to-support-nhs-test-and-trace">https://www.gov.uk/guidance/maintaining-records-of-staff-customers-and-visitors-to-support-nhs-test-and-trace</a></li> </ul>					