****

Completed 18.05.2020 / updated 05.06.2020 - Sally Hunt, Headteacher

Shared with staff and input invited - 26.05.2020

Verified by Governors – 21.05.2020

**THIS DOCUMENT TO BE READ ALONGSIDE REOPEN & RECOVERY ACTION PLAN (live document), INFORMATION FOR STAFF and INFORMATION FOR PARENTS & CARERS.**

***PLEASE NOTE: This risk assessment is not RAG rated as all aspects are designed to mitigate risk to LOW level.***

**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****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** |
| * Ensure that all health and safety compliance checks have been undertaken before opening (e.g. fire alarm, emergency lighting, water hygiene, lifts, etc.).
* Ventilation and AC systems working optimately; (ventilation system should be kept on continuously, with lower ventilation rates when people are absent).
* COVID-19 posters/ signage displayed (packs provided by GCC).
* Modify school reception / entrance points to maintain social distancing Posters displayed, parents contacted, staff monitor and support.
* Consider one-way system if possible for circulation around the building.
* Children taught to keep to left. Timetable for break/lunch to minimisemovement around school.
* Doors to outside used where possible.
* Any areas where queues form, staff monitor, remind arms-length social distance.
* Staff and adults maintain 2m distance.
* 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.
* Identify rooms that can be accessed directly from outside (to avoid shared use of corridors).
* Organise classrooms for maintaining space between seats and desks.
* Inspect classrooms and remove unnecessary items.
* Remove soft furnishings, soft toys and toys that are hard to clean.
* Put up laminated picture signs in toilets and classrooms in front of sinks showing handwashing.
* Make arrangements with cleaners for additional cleaning and agree additional hours to allow for this.
 | * 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.
* Information shared about testing available for those with symptoms.
* 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 – as defined by Govs/SLT. See separate document.
* 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) to reduce movement around school.
* Parents informed only one parent to accompany child to school.
* 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).
* No items brought from home including Link Book, parents email.
* No PE kit.
* Daily briefing to pupils on school rules and measures with reminders before leaving rooms.
* Review behaviour policies and implement principles (Home/School agreement)
* Employees fully briefed about the plans and protective measures identified in the risk assessment.
* Regular staff updates - email.
* Keeping in touch with staff not in school, including welfare, mental and physical health.
* Communication with contractors and suppliers that will need to prepare to support plans for opening (e.g. cleaning, catering, food supplies, hygiene suppliers).
* Limit visitors by exception (e.g. for priority contractors, emergencies etc.).
* Keep parent appointments / external meetings on a ‘virtual platform.’
 | * 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.
* Posters displayed outside to remind of social distancing rules.
* Window kept shut to protect office staff
* Hand sanitiser provided at main entrance.
* Visitors do not sign in with the same pen or touch screen devices in reception.
* Staff on duty outside school to monitor protection measures.
 | * Safe distancing or 2 metres adopted for adults, children to be taught arms-length, or 2m if possible. It’s practicable but it is acknowledged 2m not always possible in schools. All measures in this assessment are aimed at reducing transmission risk.
* Reduced class sizes.
* Class groups kept together throughout the day and do not mix with other groups apart from playtime with own group – parents informed. Different age 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).
* Assemblies not held
* 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 to ensure pupils sit at the same desk.
* Desks should be spaced as far apart as possible.
* The same teacher(s) and other staff are assigned to each group and, as far as possible, these stay the same.
* Rooms accessed directly from outside where possible.
* The occupancy of staff rooms and offices limited & social distancing maintained
* Members of staff are on duty at breaks to ensure compliance with rules.
 | * Sufficient handwashing facilities are available.
* Where there is no sink, hand sanitiser for adults provided in classrooms.
* Frequent hand washing encouraged for adults and pupils (following guidance on hand cleaning).
* 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, repetition & posters.
* 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’) Posters displayed.
* 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 premises unoccupied.
* Sanitising spray 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 materials and surfaces cleaned and disinfected frequently (e.g. toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, etc.). Union checklist used
* Toys and play equipment appropriately cleaned between groups of pupils using it, and not shared with multiple groups.
* Equipment used in practical lessons cleaned thoroughly between groups.
* Outdoor equipment appropriately cleaned/chn wash hands between groups of pupils;
* Large outdoor adventure trail, children wash hands before and after use.
* No resources between school &home.
* Avoid sharing books and other materials.
* Work in books, limit marking. Staff wash hands before and after marking and avoid touching face.
* Hand sanitiser in classrooms for use by staff.
* Procedures in place should adult/child become unwell whilst attending school – kept updated by SH.
* Staff providing close hands-on contact with pupils increase their level of self-protection by minimising close contact, frequent hand-washing and other hygiene measures (hand sanitiser in classrooms, natural ventilation as much as possible, outdoor learning, resources to enable cleaning in classrooms.

NOTE:Wearing a face covering or face mask in schools or other education settings is not recommended by PHE. PPE is only needed in a very small number of cases including:* 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.

Essential PPE packs are being provided by GCC for all schools.Employees providing first aid to pupils will not be expected to maintain 2m distance. The following measures will be adopted:* washing hands or using hand sanitiser, before and after treating injured person;
* wear gloves or cover hands when dealing with open wounds;
* For first aid trained staff, if CPR is required on an adult, attempt compression only CPR and early defibrillation until the ambulance arrives; For a child use a resuscitation face shield if available to perform mouth-to-mouth resucitation.
* dispose of all waste safely.

Staff can wear face masks if choose too. Junior children also have choice, but must not touch face. Employees monitor selves for symptoms of Covid-19 and inform SLT immediatley if concerned. Testing is avaiable for all staff on request.  | * Consultation with employees and trades union. Via GCC/conversations with staff.
* Risk assessment published on school intranet and website.
* All protection measures shared with staff for their view and feedback.
* Employees encourage 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, and updated regularly by SLT.
* All staff will receive regular updates on requirements eg Test and Trace.
* Regular communications that those who have coronavirus symptoms, or who have someone in their household who does, are not to attend school.
* All parents kept informed of systems eg Test and Trace.
 |

All points actioned/in Action Plan unless in red / yellow – info shared with staff / parents / children / red – to be actioned