

Safety, Health and Environment (SHE)

GCC COVID-19 RISK ASSESSMENT PROCESS FOR Christ Church C of E School



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
<ul style="list-style-type: none"> COVID-19 posters/signage displayed Identify doors that can be propped open (to limit use of door handles and aid ventilation) taking account of fire safety and safeguarding Organise classrooms for maintaining space between seats and desks. Inspect classrooms and remove unnecessary items. Remove soft furnishings, soft 	<ul style="list-style-type: none"> Involve employees in plans to return to school and listen to any suggestions on preventative measures that can be taken. Vulnerable employees and pupils to have an opportunity to discuss any concerns. Where necessary individual risk assessments for employees and pupils at special risk (take account of medical advice). Regular communications 	<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. Screens installed to protect employees in reception. Hand sanitiser provided at all entrances JW to sign visitors in herself. 	<ul style="list-style-type: none"> 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. <ul style="list-style-type: none"> Assemblies not held Catering arrangements not yet clear. Limiting the number of pupils who use 	<ul style="list-style-type: none"> Sufficient handwashing facilities are available. 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, 	<ul style="list-style-type: none"> 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. <i>R S & JW</i> Employees encourage to report any non compliance. The effectiveness of prevention measures will be

<p>toys and toys that are hard to clean.</p> <ul style="list-style-type: none"> • In toilets middle cubicle/ sink/ urinal of 3 to be taken out of use. • 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. Staff have agreed to do this. 	<p>that those who have coronavirus symptoms, or who have someone in their household who does, are not to attend school.</p> <ul style="list-style-type: none"> • Information shared about testing available for those with symptoms. • If shortage of teachers, allocate teaching assistants to lead a group, working under the direction of a teacher. In the case of sickness the T/A will lead. • Reviewing timetables to decide which lessons or activities will be delivered on what days. Mental health issues addressed through first 2 week programme. • Identify and plan lessons that could take place outdoors. • Children will play together with social distancing in place and additional hand washing. • Communicate to parents on the preventative measures being 	<ul style="list-style-type: none"> • Staff on duty outside school to monitor protection measures. 	<p>the toilet facilities at one time. One</p> <ul style="list-style-type: none"> • Groups use the same classroom or area of a setting throughout the day. KS2 room • Seating plans to ensure pupils sit at the same desk. Pupils to decorate own area • The occupancy of staff rooms and offices limited. • Members of staff are on duty at breaks to ensure compliance with rules. 	<p>songs and repetition.</p> <ul style="list-style-type: none"> • 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 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 	<p>monitored by school leaders.</p> <ul style="list-style-type: none"> • This risk assessment will be reviewed if the risk level changes and/or in light of updated guidance.
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	<p>taken (e.g. post risk assessment on school website).</p> <ul style="list-style-type: none"> • Parents informed only one parent to accompany child to school. • Parents and pupils encouraged to walk or cycle where possible. • 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. • Weekly briefing to pupils on school rules and measures with reminders before leaving rooms. • Behaviour policy adapted to consider how pupils not following distancing rules will be managed. 			<p>cleaned and disinfected</p> <ul style="list-style-type: none"> • Procedures should someone become unwell whilst attending school are clear to all staff. • 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. <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"> • washing hands or using hand sanitiser, before and after treating injured person; • wear gloves or cover hands when dealing with open wounds; <p>Should employees have close hands-on contact they should monitor</p>	
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	<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 • Communication with contractors and suppliers that will need to prepare to support plans for opening (e.g. cleaning, catering, food supplies, hygiene suppliers). Cleaning firm contacted catering firm dealt with • Visitors such as PPA teachers to follow all measures. 			<p>themselves for symptoms of possible COVID-19 over the following 14 days.</p>	
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