Safety, Health and Environment (SHE)

Grangefield School March 2021

GCC COVID-19 RISK ASSESSMENT PROCESS FOR REOPENING SCHOOLS (FROM 8 MARCH 2021)

This is an update of the GCC COVID-19 Risk Assessment to support the return of schools and educational settings from 8 March 2021. The aim of the risk assessment is to implement protective measures in government's operational guidance to minimise the risk of transmission COVID-19 in schools.

This update is to reflect the changes in the operational guidance to help schools review and where necessary update their risk assessment.

COVID-19 Risk Assessment for reopening schools

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 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, pregnancy, etc.). An individual risk assessment may be appropriate. Staff and pupils who are clinically extremely vulnerable are advised to shield by staying at home.

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**
Buildings • Ensure that all health and safety compliance checks have been undertaken before opening (e.g. fire alarm, emergency lighting, water hygiene, etc.). • Reviewing emergency and evacuation procedures (e.g. fire wardens, escape routes, roll-call, assembly areas, etc.). • Make provision for children who display COVID-19 symptoms/ become ill during the day	**Employees** • Involve employees in plans to return to school and listen to any suggestions on preventative measures that can be taken. • Consider personal risk factors: age, pregnancy, existing health conditions and ethnicity and where necessary conduct individual risk assessments.	**Access** • Entry points to school controlled (including deliveries). • Building access rules clearly communicated through signage on entrances. • School start times staggered so bubbles arrive at different times. • Floor markings outside school to indicate distancing	Minimising contacts and mixing between people reduces transmission of COVID-19 and the school will consider how to implement this. **'Bubbles'** • Small, consistent groups of pupils split into bubbles. • Class groups will be kept together in separate 'bubbles' throughout the day and do not mix with other groups.	**Minimise contact with individuals who are unwell:** • Refer to PHE guidance. • Anyone with COVID-19 symptoms, or who have someone in their household who does, not to attend school. • If anyone becomes unwell at school they will be isolated, sent home and provided	• 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. • Members of staff are on duty at breaks to ensure

to be isolated. Space should be identified in addition to the usual medical room. • Ensure school has sufficient supplies of PPE including cleaning materials and hand washing/sanitising liquids that meet DfE/PHE requirements. • Provide suitable and sufficient bins to support pupils and staff to follow the 'catch it, bin it, kill it' approach. • Provide sufficient tissues in all rooms. • Consider if the school site can be split into separate zones where groups of pupils can remain to minimise mixing. • Create a plan of the building to mark out areas where bubbles do not mix (e.g. classrooms) and where mixing is more likely and so where distancing and other measures are required. • Consider separate facilities be provided for meals and refreshments in different zones . • Evaluate the capacity of rooms and shared areas. • Plan for staggered lunches with more sittings to avoid mixing, allowing time for cleaning, devise	• Employees fully briefed about the plans and protective measures identified in the risk assessment. • Regular staff briefings. • Keeping in touch with off-site workers on their working arrangements including their welfare, mental and physical health and personal security. • Regular communications that those who have coronavirus symptoms, or who have someone in their household who does, are not to attend school. • Information shared about testing available for those with symptoms. • Where there are appropriate sources of guidance (e.g. CLEAPSS, afPE, CILIP, etc.) Subject Leads should refer to curriculum specific guidance. • Subject Leads to identify shared	rules (if queuing during peak times). • Shared pens removed from reception. • Hand sanitiser provided at all entrances. • Pupils, staff and visitors to wash hands immediately on arrival. • Gathering at the school gates prohibited. • Signs to remind parents to avoid congregating, social distancing rules etc. • When staff on duty outside school to monitor parent and pupil behaviour before and after school. **Visitors** • Wherever possible keep meetings on a virtual platform (e.g. 1:1 sessions with professionals, recruitment interviews, parental meetings etc.). • Parents/carers and visitors coming onto the site without an	• Where class size groups are not appropriate, look to implement year group sized bubbles. • Keep a record of pupils and staff in each bubble, lesson or close contact group. • If operating, school clubs to keep to the bubbles used during the school day where possible. (will not operate on re-opening – review for Term 2) **Minimise mixing** • Whatever the size of the bubble, they are to be kept apart from other groups where possible. • Groups use the same classroom or area of a setting throughout the day. • Mixing between bubbles kept to a minimum during arrival, lunchtime, breaks and departure. • Pupil movements around the school	with information on what to do next. • An unwell child awaiting collection, will be isolated in a suitable room with or without adult supervision (depending on age and needs of the child). • Staff caring a child awaiting collection to keep a distance of 2 metres. • PPE to be worn by staff caring for the child, including: o a face mask worn if a distance of 2 metres cannot be maintained. o if contact is necessary, then gloves, an apron and a face mask should be worn o eye protection where there is a risk of fluids entering the eye, for example, from coughing, spitting or vomiting. • Staff to wash their hands after caring	compliance with rules. • Staff 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 (e.g. following local/national lockdown or cases or an outbreak) and in light of updated guidance.

- seating plans, safe capacity etc.
- Consider door signs mounted to identify max number in room / toilets at one time.
- COVID-19 posters/ signage displayed.
- Identify 'crunch points' (e.g. entrances/ exits/ corridors/ shared space and consider how movement can be staggered.
- Consider one-way system if possible for circulation around the building.
- Steps to be up or down only.
- Put down floor markings along the middle of two-way corridors/stairs to keep groups apart and 'keep left' signs.
- In areas where queues may form, put down floor markings to indicate distancing.
- Can separate doors be used for in and out of the building (to avoid crossing paths).
- 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.

resources and how to prevent mixed contact (e.g. cleaning between bubbles or rotas for equipment use).
- Identify and plan lessons that could take place outdoors.
- Consider how online resources can be used to shape remote learning.
- Plan for remote education for pupils, alongside classroom teaching in case of a lockdown or pupils having to isolate.

Parents/pupils
- Review EHCPs where required.
- Educate pupils before they return about the need to stay apart from others and expectations around hygiene.
- Communicate to parents on the preventative measures being taken.
- Post the risk assessment or details of measures on school website.

appointment is not to be permitted.
- 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.
- Site guidance on physical distancing and hygiene is explained to visitors on or before arrival.
- Where possible visits arranged outside of school hours.
- A record kept of all visitors to assist NHS Test and Trace, including:
  o the name;
  o a contact phone number;
  o date of visit;
  o arrival and departure time;
  o the name of the assigned staff member.

Open Days/ Parents Evenings/Gatherings
GCC recommends:

site, either in groups or individuals is controlled to limit contact and mixing.
- Groups will stay within a specific "zone" of the site to minimise mixing.
- 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 bubbles.
- Large gatherings such as assemblies or collective worship with more than one group to be avoided.
- Separate spaces for each group clearly indicated.
- Multiple groups do not use outdoor equipment simultaneously.
- Limiting the number of pupils who use the toilet facilities at one time.
- Allow pupils to have access to

for a child with symptoms.
- All areas where a person with symptoms has been to be cleaned after they have left.
- Should staff have close hands-on contact they should monitor themselves for symptoms of possible COVID-19 over the following 14 days.

Hand washing
- Frequent hand washing encouraged for adults and pupils (following guidance on hand cleaning).
- Sufficient handwashing facilities are available.
- Where there is no sink, hand sanitiser provided in classrooms.
- Pupils to clean their hands when they arrive at school, when they return from breaks, when they change rooms and before and after eating.

- Identify rooms that can be accessed directly from outside (to avoid shared use of corridors).
- Organise classrooms for maintaining space between seats and desks.
- Arrange desks seating pupils side by side and facing forwards.(Y2 up)
- Inspect classrooms and remove unnecessary items and furniture to make more space.
- Make arrangements with staff 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.

Timetabling and lessons
- Consider staggered starts or adjusting start and finish times to keep groups apart as they arrive and leave school.
- Stagger break times and lunch times to avoid mixing and time for cleaning surfaces in the dining hall between groups.
- When timetabling, groups should be kept apart and movement around the school site kept to a minimum to avoid

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- Parents and pupils informed about the process that has been agreed for drop off and collection.
- Ensure parents have a point of contact for reassurance as to the plans put in place.
- Limit the equipment pupils bring into school each day to essentials such as lunch boxes, hats, coats, books, stationery and mobile phones.
- The only bags allowed for pupils are book bags, PE bags and lunch boxes.
- All pupils told to have separate stationary equipment (pens, pencils, rulers, glue sticks etc.) to ensure no shared use in class.
- Parents informed only one parent to accompany child to school.
- Parents and pupils encouraged to walk

- Open days, parents evenings and other events will be avoided.
- Events will be held on a virtual platform to avoid gatherings in school.
- At Grangefield we will only hold virtual events for larger gatherings, including FGB meeting and In-Set involving all staff.

Evacuation
Procedures reviewed, particularly if normal fire exits are changed or inaccessible.

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toilets at all times during the day to prevent queues developing at social times.

Minimising mixing (staff)
- The same teacher(s) and other staff are assigned to each bubble and, as far as possible, these stay the same.
- Staff that move between classes and year groups, to keep their distance from pupils and other staff.
- Supply teachers, peripatetic teachers and/or other temporary staff to minimise contact and maintain as much distance as possible from other staff.
- The occupancy of staff rooms and offices limited.
- No more than 3 people to be in the PPA room, office or HT office at any one point.

- Staff help is available for pupils who have trouble cleaning their hands independently (e.g. small children and pupils with complex needs).
- Use resources such as "e-bug" to teach effective hand hygiene etc.

Respiratory hygiene
- Adults and pupils are encouraged not to touch their mouth, eyes and nose.
- Adults and pupils encouraged to use a tissue to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it')
- Tissues to be provided.
- Bins for tissues provided and are emptied regularly

Ventilation
- Increase the supply of fresh air by opening windows and doors (where safe to do so).

creating busy corridors, entrances and exits.
- Prepare arrangements to allow remote learning to take place should a partial or full closure of the school be required, at any point in the next academic year.

Policies and procedures
- Update policies / procedures to reflect changes brought about by COVID-19, including:
  - Safeguarding/child protection
  - Curriculum
  - Special educational needs
  - Full-Re-opening Plan
- Ensure website is compliant with regards to the publishing of policies.
- 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.
- 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

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).
- Any visitors / parents entering the building must wear face masks.
- Any visitor entering the Reception foyer must wear a face mask.
- Communications to parents (and young people) includes advice on transport. (encourage walking/cycling)

Others
- Communication with contractors and suppliers that will need to prepare to

- Use of staff rooms to be minimised.
- Staff in shared spaces (e.g. office) to avoid working facing each other.
- Furniture in offices, PPA work rooms and staffrooms where staff may work or meet together, spaced 2 metres apart.
- Furniture that cannot be moved 2 metres apart taken out of use and removed or signs used to say do not use.
- Staff sharing rooms do not work facing each other.

Distancing
- Staff to keep 2 metres from other adults as much as possible.
- Where possible staff to maintain distance from their pupils, staying at the front of the class.
- Staff to avoid close face to face contact and minimise time

Music
- Singing, wind and brass playing should not take place in larger groups such as school choirs and ensembles, or school assemblies.
- Measures to be taken when playing instruments or singing in small groups such as in music lessons include:
  - physical distancing;
  - playing outside wherever possible;
  - limiting group sizes to no more than 15;
  - positioning pupils back-to-back or side-to-side;
  - avoiding sharing of instruments;
  - ensuring good ventilation.
  - Cleaning of instruments between class use.

Cleaning
- Sanitising spray and paper towels

support for pupils and teachers is available.

Response to any infection
- Leadership understands the NHS Test and Trace process and how to contact their local Public Health England health protection team.
- Plan how to inform staff members and parents/ carers that they will need to be ready and willing to
    o book a test if they are displaying symptoms;
    o inform the school immediately of the results of a test;
    o provide details of anyone they have been in close contact with;
    o self-isolate if necessary.

Swimming
Currently no children at Grangefield are having swimming lessons.
If swimming lessons occur they will be checked against the risk assessment below before they can proceed.
- If using external swimming provision, liaise with the provider and discuss any changes, to check the risks have been assessed and they have

support plans for full opening (e.g. cleaning, catering, food supplies, hygiene suppliers).
- Assurances that caterers comply with the guidance for food businesses on COVID-19.
- Discussion with caterers to agree arrangements for staggered lunches (e.g. seating capacity, holding hot food, cleaning between sittings, distancing and minimising contacts).
- Communication with other building users (e.g. lettings, extended school provision, regular visitors, etc.)
- Limit visitors by exception (e.g. for priority contractors, emergencies etc.). Face masks to be worn in the building by visitors.

Lettings and non-school users
- Out of school settings for children

spent within 1 metre of anyone.
- Use a simple 'no touching' approach for young children to understand the need to maintain distance.
- Older children to be encouraged to keep their distance within bubbles.

Minimising contact
- Doors propped open, where safe to do so to limit use of door handles. Ensure closed when premises unoccupied.
- Taking books and other shared resources home limited, although unnecessary sharing avoided.
- Reading Books are quarantined on return.
- Staff and pupils to have their own individual and very frequently used equipment, such as pencils and pens.

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 to be cleaned frequently (e.g. toys, books, desks, chairs, doors, sinks, toilets, light switches, handrails, etc.).
- Resources that are shared between bubbles (e.g. sports, art and science equipment) to be cleaned frequently and meticulously and always between bubbles.
- Outdoor equipment appropriately cleaned frequently.
- Toilets to be cleaned regularly.
- 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

implemented COVID-secure control measures following guidance. • The same bubbles from the classroom will be applied to the pool groups. • The capacity of classes calculated before lessons can be permitted. • When delivering swimming lessons teachers and assistant deliver from the poolside. • The numbers of personnel on poolside sufficient to ensure safety and teaching whilst maintaining social distancing. • Where practical, each swimming teacher to deliver from alternate sides of the pool. • A consistent way of moving around poolside established to reduce staff cross-overs and promote social distancing practice (e.g. one way). • Hand cleaning stations and additional waste bins on poolside and in changing rooms. • Sufficient time between lessons for cleaning and to reduce the chance of bubbles overlapping at the poolside and in changing rooms.	are permitted if those responsible for them are ready to do so and they can do so safely, following COVID-19 Secure guidelines. • Hire to external providers permitted for before and after-school educational activities and wraparound childcare for pupils permitted (for vulnerable children and to support parents to work, attend education or access medical care). • No other lettings at this stage. • A risk assessment should determine the maximum capacity of a hall or hire space while able to maintain social distancing according to the current relevant guidelines. • For the near future there will be no external hiring of the school buildings to enable a robust cleaning schedule. This will be reviewed as time progresses.		**PE and School Sport** • Pupils kept in same consistent bubbles where possible during PE and sport. • Sports equipment thoroughly cleaned between each use. • Staff fully aware of COVID-19 guidance for re-starting competitive sport issued by the relevant governing bodies and the required actions for each sport. • Outdoor sports should be prioritised where possible. • Large indoor spaces used where it is not. • Adequate ventilation through opening windows and doors • Distance between pupils from mixed bubbles will be maximised. • Sporting activities delivered by external coaches, clubs and organisations will only go ahead if they can satisfy	other hygiene measures, and regular cleaning of surfaces. **PPE** 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 small number of cases, including: • 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 • 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. **Face coverings** (In the event of local lockdowns or restrictions, or at the

• All equipment should be sanitised before and after each activity. Where possible submerge equipment in adequately disinfected swimming pool water. • Pupils do not share equipment.	• For future bookings, 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. • The school has required any hiring organisation / external tutor (music teachers) to provide evidence of their risk assessment. • Review existing agreements with external visitors (music teachers) and amend or supplement as necessary to include specifics of what the school will do and what the hirers are responsible for (e.g. cleaning, sharing equipment, hand washing or sanitiser, what happens if anyone shows symptoms or tests positive to COVID-19, etc.).		the above requirements.(no mixed year groups until after Term1 review) • 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. **Educational Visits and journeys** • No educational visits to take place during at this stage.	discretion of the school at all other times): • Face coverings to be worn by visitors (unless exempt), where social distancing cannot be maintained outside of class and moving around the premises (e.g. in corridors and shared areas, outside at drop off and pick up times). • Visitors, including music tutors) will be asked to wear face coverings in areas outside of classrooms where social distancing is not possible (e.g. meeting rooms, staffrooms or offices). • Visitors will be expected to provide their own face covering. • A supply of face coverings will be available for anybody that does not have one due to having forgotten it or it has become soiled or unsafe. • Cleaning of hands before and after	

	Testing			removing or putting on face covering.	
	• Voluntary LFT available for staff (contract and other staff ie peripatetic teachers and volunteers / students) – testing twice weekly before coming into school. • Standard Operating Procedures (SOP) understood and followed. • Testing registration arrangements made and details shared with all participants. • staff tested from the same bubble to avoid mixing.			**First Aid** • Check staff qualifications and consider enrolling more staff on training. • Employees providing first aid to pupils will not be expected to maintain 2 metres 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; • if CPR is required on an adult, attempt compression only CPR and early defibrillation until the ambulance arrives; • if CPR is required on a child, use a resuscitation face shield if available to perform mouth-to-mouth	

				ventilation in asphyxial arrest. • dispose of all waste safely.	

- https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools
- 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/guidance/maintaining-records-of-staff-customers-and-visitors-to-support-nhs-test-and-trace