

## COVID-19 Risk Assessment for Schools and other Educational Settings

### Beech Green Primary School

**June 2020**

### **Keep your Distance, be kind, stick to the safety rules**

**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"> <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>AC system in ICTsuite working optimately;</li> <li>COVID-19 posters/signage displayed (packs provided by GCC).</li> <li>Office - communication through glass window/hatch.</li> </ul>	<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>Vulnerable employees and pupils (‘clinically vulnerable’ to coronavirus) identified and advised not to attend school if shielding.</li> <li>Consider personal risk factors: age, obesity, pregnancy, existing health</li> </ul>	<ul style="list-style-type: none"> <li>Entry points to school controlled (including deliveries).</li> <li>Building access rules clearly communicated through signage on entrances.</li> <li>Parents’ drop-off and pick-up protocols to minimise contact.</li> <li>Markings outside school to indicate distancing rules (if queuing during peak times).</li> <li>Hatch/window to office used, office door locked</li> </ul>	<ul style="list-style-type: none"> <li>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.</li> <li>Reduced class sizes – 15 max.</li> <li>Class groups kept together throughout the day and do not</li> </ul>	<ul style="list-style-type: none"> <li>Sufficient handwashing facilities are available.</li> <li>Where there is no sink, hand sanitiser provided in classrooms.</li> <li>Frequent hand washing encouraged for adults and pupils (following guidance on hand cleaning).</li> <li>Hands cleaned on arrival at school, before and after eating, and after sneezing or coughing.</li> </ul>	<ul style="list-style-type: none"> <li>Consultation with employees on risk assessments.</li> <li>Risk assessment published on school intranet and website.</li> <li>Nominated employees tasked to monitoring protection measures.</li> <li>Employees encourage to report any non compliance.</li> <li>The effectiveness of prevention measures will be monitored by school leaders.</li> </ul>

<ul style="list-style-type: none"> <li>• One-way system where possible for circulation around the building. Adults only in corridors with the exception of children entering key worker facility in hall from studio.</li> <li>• In areas where queues may form, put down floor markings to indicate distancing.</li> <li>• External doors to individual classrooms for entrance and exit to building to avoid contact between group bubbles.</li> <li>• All doors that can be propped open (to limit use of door handles and aid ventilation) taking account of fire safety and safeguarding.</li> <li>• Use external doors on all rooms to avoid use of corridors where possible.</li> <li>• Organise classrooms for maintaining space between seats and desks.</li> </ul>	<p>conditions and ethnicity.</p> <ul style="list-style-type: none"> <li>• Where necessary individual risk assessments for employees and pupils at special risk (take account of medical advice).</li> <li>• Review EHCPs where required.</li> <li>• Regular communications that those who have coronavirus symptoms, or who have someone in their household who does, are not to attend school.</li> <li>• Information shared about testing available for those with symptoms.</li> <li>• Remote education is continuing as much as possible to limit numbers attending school.</li> <li>• Assess how many employees are needed in school and identify those that can remain working from home.</li> <li>• Employees shielding at home manage online work, whilst those in school only teach.</li> </ul>	<ul style="list-style-type: none"> <li>• Visitors do not sign in with the same pen in reception.</li> <li>• Staff on duty outside school to monitor protection measures.</li> </ul>	<p>mix with other groups.</p> <ul style="list-style-type: none"> <li>• Groups do not mix to play sports or games together.</li> <li>• 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).</li> <li>• Assemblies not held.</li> <li>• Separate spaces for each group clearly indicated in shared spaces (e.g. barriers or floor markings).</li> <li>• In the first instance children will not eat lunch at school. Arrangements to be considered when timetable changed. Key Worker Children bring own lunch.</li> <li>• Limiting the number of pupils who use the toilet facilities at one time.</li> <li>• Groups use the same classroom or area of a setting throughout the day.</li> </ul>	<ul style="list-style-type: none"> <li>• Young pupils encouraged to learn and practise good hygiene habits through games, songs and repetition.</li> <li>• Staff help is available for pupils who have trouble cleaning their hands independently.</li> <li>• Adults and pupils are encouraged not to touch their mouth, eyes and nose.</li> <li>• Be vigilant to pupils putting items in their mouths etc. and make sure these are dealt with immediately.</li> <li>• Adults and pupils encouraged to use a tissue or elbow to cough or sneeze and flush tissues used away</li> <li>• Spaces well ventilated using natural ventilation (opening windows) or ventilation units.</li> <li>• Doors propped open, where safe to do so to limit use of door handles. Ensure closed when premises unoccupied.</li> </ul>	<ul style="list-style-type: none"> <li>• This risk assessment will be reviewed if the risk level changes and/or in light of updated guidance.</li> </ul>
--	--	---	--	---	--

<ul style="list-style-type: none"> <li>• Inspect classrooms and remove unnecessary items.</li> <li>• Remove soft furnishings, soft toys and toys that are hard to clean.</li> <li>• In toilets middle cubicle/ sink/ of 3 to be taken out of use.</li> <li>• Put up laminated picture signs in toilets and classrooms in front of sinks showing handwashing.</li> <li>• Make arrangements with cleaners for additional cleaning and agree additional hours to allow for this.</li> </ul>	<ul style="list-style-type: none"> <li>• Staggered return to children in all year groups on a part time basis.</li> <li>• If shortage of teachers, allocate teaching assistants to lead a group, working under the direction of a teacher.</li> <li>• Reviewing timetables to decide which lessons or activities will be delivered on what days.</li> <li>• 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).</li> <li>• Identify and plan lessons that could take place outdoors.</li> <li>• Use the timetable to reduce movement around the school or building.</li> <li>• Planning break times (including lunch), so that all pupils are not moving around the school at the same time.</li> <li>• Communicate to parents on the</li> </ul>		<ul style="list-style-type: none"> <li>• Seating plans to ensure pupils sit at the same desk.</li> <li>• Desks should be spaced as far apart as possible.</li> <li>• The same teacher(s) and other staff are assigned to each group and, as far as possible, these stay the same.</li> <li>• Staff movement from bubble is acceptable but should only happen at the end of a day or week (change of clothes). If there is a confirmed case in a bubble where this has happened both bubbles to be isolated.</li> <li>• Members of staff come to the classroom rather than groups of pupils circulate to different parts of the building/site.</li> <li>• Rooms accessed directly from outside where possible.</li> <li>• The occupancy of staff rooms and offices limited.</li> <li>• Staff Mobile phones used to communicate</li> </ul>	<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>• Tables, chairs, handles and resources sprayed and wiped between bubbles at lunchtimes.</li> <li>• Thorough cleaning of rooms at the end of the day.</li> <li>• Any PPE used to be placed in bag, tied and stored for 72 hours if the bin is being emptied within that time – otherwise straight into the bin.</li> <li>• Shared materials and surfaces cleaned and disinfected frequently (e.g. toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, etc.).</li> <li>• Toys and play equipment appropriately cleaned between groups of pupils using it, and not shared with multiple groups.</li> </ul>	
--	--	--	--	---	--

	<p>preventative measures being taken (e.g. post risk assessment on school website).</p> <ul style="list-style-type: none"> <li>• Parents informed only one parent to accompany child to school.</li> <li>• Parents and pupils encouraged to walk or cycle where possible.</li> <li>• Made clear to parents that they cannot gather at entrance gates or doors.</li> <li>• Explain to parents that they must phone or email school and make telephone appointments if they wish to discuss their child (to avoid face to face meetings).</li> <li>• Discourage parents and pupils from bringing in toys and other play items from home.</li> <li>• Daily briefing to pupils on school rules and measures with reminders before leaving rooms.</li> <li>• Write Covid policy to consider how pupils not following</li> </ul>		<p>between different parts of school. If walkie talkie radios used should be disinfected after each use.</p> <ul style="list-style-type: none"> <li>• Members of staff are on duty at breaks to ensure compliance with rules.</li> <li>• Limited staff room use – enter and exit through staff room, clean handles when door locked. Wipe down any touched surfaces if used.</li> </ul>	<ul style="list-style-type: none"> <li>• Equipment used in practical lessons cleaned thoroughly between groups.</li> <li>• Outdoor equipment not used</li> <li>• Limit shared resources being taken home.</li> <li>• Avoid sharing books and other materials.</li> <li>• Paperwork in childrens drawers</li> <li>• Clear plan into reception area</li> <li>• Staff providing close hands-on contact with pupils need to increase their level of self-protection, such as PPE, minimising close contact and having more frequent hand-washing and other hygiene measures, and regular cleaning of surfaces.</li> </ul> <p>NOTE: Wearing a face covering or face mask in schools or other education settings is not recommended by PHE. The majority of employees in education settings will not require PPE beyond what they would normally need for their work (determined</p>	
--	--	--	---	--	--

	<p>distancing rules will be managed.</p> <ul style="list-style-type: none"> <li>• Employees fully briefed about the plans and protective measures identified in the risk assessment.</li> <li>• Keeping in touch with off-site workers on their working arrangements including their welfare, mental and physical health and personal security.</li> <li>• Communication with contractors and suppliers that will need to prepare to support plans for opening (e.g., catering, hygiene suppliers).</li> <li>• Limit visitors by exception (e.g. for priority contractors, emergencies etc.).</li> <li>• Keep parent appointments / external meetings on a 'virtual platform.'</li> </ul>			<p>by existing risk assessment), even if they are not always able to maintain a distance of 2 metres from others. PPE is only needed in a very small number of cases including:</p> <ul style="list-style-type: none"> <li>• 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;</li> <li>• if a pupil becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home they will be isolated to the entrance hall and adult to use PPE (PPE packs in year groups and available from the office)</li> </ul> <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"> <li>• washing hands or using hand sanitiser, before and</li> </ul>	
--	---	--	--	--	--

				<p>after treating injured person;</p> <ul style="list-style-type: none"> <li>• wear gloves or cover hands when dealing with open wounds;</li> <li>• if CPR is required on an adult, attempt compression only CPR and early defibrillation until the ambulance arrives;</li> <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> <p>Should employees have close hands-on contact they should monitor themselves for symptoms of possible COVID-19 over the following 14 days.</p>	
--	--	--	--	--	--