



Leonard Stanley Early Years

Safety, Health and Environment (SHE)

GCC COVID-19 RISK ASSESSMENT PROCESS FOR SCHOOLS & EDUCATIONAL SETTINGS



School and EY provision 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 – Update October 2020

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"> Ensure that all health and safety compliance checks have been undertaken before opening (e.g. fire alarm, emergency lighting, water hygiene, lifts, etc.). Oscillation fans will only be used with windows and doors open. COVID-19 posters/signage displayed Modified early years entrance to maintain social distancing with floor markings. 	<ul style="list-style-type: none"> Involve staff in plans to return to early years setting and listen to any suggestions on preventative measures that can be taken. Vulnerable staff and pupils/children (‘clinically vulnerable’ to coronavirus) identified and told not to attend early years setting if shielding. Consider personal risk factors: age, obesity, pregnancy, existing health conditions, family 	<ul style="list-style-type: none"> Entry points to school/early years settings controlled (including deliveries). Building access rules clearly communicated through signage on entrances. Parents’ drop-off and pick-up protocols to minimise contact. Early years settings staggered so children/class groups arrive at different times to those in school. 	<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 early years settings. However, all the measures in this assessment are aimed at reducing transmission risk. Groups do not mix to play sports or games together. Early Years children will not use the school facilities 	<ul style="list-style-type: none"> Sufficient handwashing facilities are available. Where there is no sink, hand sanitiser provided at entrances. Frequent hand washing encouraged for adults and pupils/children(following guidance on hand cleaning) Posters displayed. Staff, children and authorised visitors to the setting will have their tempature taken before entrance is permitted. Hands cleaned on arrival at early years before and after eating, 	<ul style="list-style-type: none"> Consultation with employees and trades union Safety Reps on risk assessments. Risk assessment published on early years settings website. All employees tasked to monitoring protection measures. Employees encourage to report any non compliance. The effectiveness of prevention measures will be

<ul style="list-style-type: none"> • One-way system in place to maintain social distancing • Stairways to be up or down only. • Put down temporary fence along the middle of two-way spaces to keep groups apart. • In areas where queues may form, put down floor markings (spot mats) to indicate distancing. • 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. • Organise classroom for maintaining space between tables and chairs by liminating the number of chairs. • Inspect classrooms and remove unnecessary items. • Soft furnishings, soft toys and toys that are hard to clean will be 	<p>members health and ethnicity.</p> <ul style="list-style-type: none"> • Where necessary individual risk assessments for employees and pupils/children at special risk (take account of medical advice). • Review EHCPs where required. • Regular communications that those who have coronavirus symptoms, or who have someone in their household who does, are not to attend school/early years settings. • Information shared about testing available for those with symptoms. • Assess how many employees are needed in school /early years settings and identify those that can remain working from home. • Employees shielding at home manage online work, whilst those in school /early 	<ul style="list-style-type: none"> • Floor markings outside school/early years settings to indicate distancing rules (if queuing during peak times). • Hand sanitiser provided at all entrances. • Visitors do not sign in with the same pen • Staff on duty outside early years settings to monitor protection measures. • Staff / child's temperture will be taken on arrival at setting. Those with a temperture above 37.8C will not be allowed into the building. Advice will be given regarding what to do next inline with current guidance. 	<p>e.g. PE sessions and Lunch will be in our building.</p> <ul style="list-style-type: none"> • Children will bring their own lunch box, this will need to be thoroughly cleaned and disinfected each day, this will be eaten outside (weather permitting). • Limiting the number of pupils/children who use the toilet facilities at one time. • To minimise transmission, children's clothes must be changed and washed at the end of each session/day and a clean set of clothes worn for their next session. • Seating plans to ensure pupils/children sit at the same desk each day for snack and lunch. • Desks should be spaced as far apart as possible. • Early Years staff are assigned to sessions/days and, 	<p>and after sneezing or coughing.</p> <ul style="list-style-type: none"> • Young pupils/children encouraged to learn and practise good hygiene habits through games, songs and repetition. • Staff help is available for children who have trouble cleaning their hands independently. • Adults and pupils/children are encouraged and supported not to touch their mouth, eyes and nose. • Be vigilant to children putting items in their mouths etc. and make sure these are dealt with immediately. • Adults and children encouraged to use a tissue or elbow to cough or sneeze and use a lidded bin for tissue waste ('catch it, bin it, kill it') • Bins for tissues provided are emptied at lunch time and at the end of the day. • Spaces well ventilated using natural ventilation, opening windows and doors. • Doors propped open, where safe to do so to limit use of door 	<p>monitored by early years staff.</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>reduced and regularly washed.</p> <ul style="list-style-type: none"> • Put up laminated picture signs in toilets and classrooms in front of sinks showing handwashing. • Support children to sing Hand washing Song, whilst washing hands 	<p>years settings only teach.</p> <ul style="list-style-type: none"> • For early years' settings, the employees to child ratios within Early Years Foundation Stage (EYFS) will determine groups of pupils. • Identify and plan lessons/activities that could take place outdoors. • Use the routines in place to reduce movement around the Early Years setting. • Communicate to parents on the preventative measures being taken (e.g. post risk assessment on early years settings website). • Parents informed only one parent to accompany child to school/early years settings. • Parents and pupils/children encouraged to walk or cycle where possible. • Staggered drop-off and collection times planned and 		<p>as far as possible, these stay the same.</p> <ul style="list-style-type: none"> • Rooms accessed directly from outside where possible. • The occupancy of the office is limited. • Encouraging use of phones to communicate between different parts of school. • One member of staff to be responsible for answering the main room telephone each session. Manager to only use the telephone in the office to avoid cross-contamination. Telephones will be cleaned with anti-bacterial wipes at the end of each session. 	<p>handles. Ensure closed when premises unoccupied.</p> <ul style="list-style-type: none"> • Sanitising hand wash and paper towels to be provided in kitchen 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, phones etc.). • Toys and play equipment appropriately cleaned between groups of pupils/children using it, and not shared with multiple groups. • Children to bring own sunhats to the sessions • Equipment used in practical lessons cleaned thoroughly between groups. • Outdoor equipment appropriately cleaned between groups of pupils/children; • Multiple groups do not use outdoor equipment simultaneously. 	
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	<p>communicated to parents.</p> <ul style="list-style-type: none"> • Made clear to parents that they cannot gather at entrance gates or doors. • Encourage parents to phone school/early years settings and make telephone appointments if they wish to discuss their child (to avoid face to face meetings). • Discourage parents and pupils/children from bringing in toys and other play items from home. • Daily activities to support and remind children of routines and boundaries. • Review behaviour policies to consider how pupils/children not following distancing rules will be managed. • Employees fully briefed about the plans and protective measures identified in the risk assessment. • Regular (daily) staff briefings. 			<ul style="list-style-type: none"> • Limit shared resources being taken home. These will be continued for those children on EHCP's and My Plans. • Procedures should someone become unwell whilst attending school. • Staff providing close hands-on contact with pupils/children 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>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 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: HOWEVER DUE TO CURRENT SITUATION</p>	
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	<p>Information received to be emailed to staff.</p> <ul style="list-style-type: none"> • Keeping in touch with off-site workers on their working arrangements including their welfare, mental and physical health, and personal security. • Communication with contractors and suppliers that will need to prepare to support plans for opening (e.g. <u>hygiene suppliers</u>). 			<p>STAFF WELCOMING CHILDREN INTO THE SETTING AND HANDING CHILDREN BACK TO PARENTS/CARERS AT THE END OF SESSIONS WILL BE WEARING A FULL FACE SHIELD.</p> <p>PARENTS/CARERS AND OTHER ADULTS ENTERING THE SCHOOL SITE ARE ASKED TO WEAR A MASK OR FACE COVERING</p> <ul style="list-style-type: none"> • Pupils/children 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/child becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. <p>Employees providing first aid to pupils/children 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; 	
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