



Safety, Health and Environment (SHE)

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

(Revised for full reopening in September 2020)



FUNDA completed COVID-19 risk assessments when we reopened for our childcare over the summer holidays and implemented protective measures recommended by DfE and PHE. Now that the Government requires schools to plan for all pupils in all year groups to return to school full-time from the beginning of the autumn term and implement a 'system of controls', the GCC COVID-19 Risk Assessment has been updated to support schools to prepare for this. The aim of the risk assessment is to implement protective measures to prevent COVID-19 or reduce the spread of the infection if there is a positive case, both in our childcare or in school and transmission to the wider community.

COVID-19 Risk Assessment for reopening childcare/coaching in 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 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: Where we 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, etc.). An individual risk assessment may be appropriate for those who are very anxious about returning to their workplace.

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 <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.). Reviewing emergency and evacuation procedures (e.g. fire wardens, escape routes, roll-call, assembly areas, etc.). Ventilation and AC systems working optimally; (ventilation system should be kept on continuously, with lower ventilation rates when people are absent). 	Employees <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. Consider personal risk factors: age, pregnancy, existing health conditions and ethnicity and where necessary conduct 	Access <ul style="list-style-type: none"> Floor markings outside school to indicate distancing rules (if queuing during peak times). At our wrap around childcare you will see it is clearly marked where parents are not allowed past. To use our FUNDA QR Scanners to sign children in/out without the need of any other adult to 	Minimising contacts and mixing between people reduces transmission of COVID-19 and the school will consider how to implement this. 'Bubbles' <ul style="list-style-type: none"> 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. Where pupil numbers are lower, 	Minimise contact with individuals who are unwell: <ul style="list-style-type: none"> Refer to PHE guidance and Action Cards for School Managers. 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 	<ul style="list-style-type: none"> Consultation with employees and trades union Safety Reps on risk assessments. Nominated employees tasked to monitoring protection measures. Members of staff are on duty at breaks to ensure compliance with rules. Staff encouraged to report any non compliance.

<ul style="list-style-type: none"> • Make provision for children who display COVID-19 symptoms/ become ill during the day to be isolated. Space should be identified in addition to the usual medical room. • Ensure school/venue 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. • 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 (e.g. pods, kiosks, cafes). • Evaluate the capacity of rooms and shared areas. • Plan for staggered lunches with more sittings to avoid mixing, allowing time for cleaning, devise seating plans, safe capacity etc. 	<p>individual risk assessments.</p> <ul style="list-style-type: none"> • Employees fully briefed about the plans and protective measures identified in the risk assessment. • Regular staff briefings. • 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. • 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 	<p>touch a device screen.</p> <ul style="list-style-type: none"> • Hand sanitiser provided at all entrances, ensuring children entering our wraparound childcare have had their hands sprayed with hand gel before entering and leaving the premises. • Pupils, staff and visitors to remove face coverings at school and wash hands immediately on arrival. • Covered bins provided on entrances to dispose of temporary face coverings. • Sealable plastic bags provided for reusable face coverings to take home with them. • Gathering at the school gates prohibited. 	<p>implement key stage bubbles.</p> <ul style="list-style-type: none"> • Where class size groups are not appropriate look to implement year group sized bubbles. • If the design of the school means class bubbles cannot be kept apart, split the building/school hall/school yard into 'zones' and implement zonal bubbles. • Very small schools or APS unable to prevent mixing to adopt whole school bubbles as part of their system of control. • Keep a record of pupils and staff in each bubble, lesson or close contact group. • School breakfast and after-school clubs to keep to the bubbles used during the school day where possible. If this is not possible due to space, it is important to keep children in consistent bubbles within the club each day. Using Junior 	<p>be isolated, sent home and provided with information on what to do next.</p> <ul style="list-style-type: none"> • 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 if 2 metres distance cannot be maintained. • Staff to wash their hands after caring 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 	<ul style="list-style-type: none"> • The effectiveness of prevention measures will be monitored by FUNDA Management. • 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.
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<ul style="list-style-type: none"> • 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. • 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. • Where possible use 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. • Identify rooms that can be accessed directly from outside (to avoid shared use of corridors). • Inspect areas of work and remove unnecessary items and furniture to make more space. 	<p>pupils having to isolate.</p> <p>Others</p> <ul style="list-style-type: none"> • 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). • Liaison with transport providers to cater for any changes to start and finish times and confirm protective measures during journeys. • Communication with other building users (e.g. lettings, extended school provision, regular visitors, etc.) • Limit visitors by exception (e.g. for priority 		<p>and Infant Bubbles if necessary.</p> <p>Minimise mixing</p> <ul style="list-style-type: none"> • 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 site, either in groups or individuals is controlled to limit contact and 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/groups where possible. • Separate spaces for each group clearly indicated. • Multiple groups do not use outdoor equipment simultaneously. This 	<p>possible COVID-19 over the following 14 days.</p> <p>Hand washing</p> <ul style="list-style-type: none"> • 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. • Skin friendly skin cleaning wipes used as an alternative to hand washing or sanitiser. • Pupils to clean their hands when they arrive at school/childcare, when they return from breaks, when they change rooms and before and after eating. • Staff help is available for 	
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<ul style="list-style-type: none"> • Make arrangements with cleaners 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. <p>Timetabling and lessons</p> <ul style="list-style-type: none"> • Consider staggered starts or adjusting start and finish times to keep groups apart as they arrive and leave childcare. • 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/venue kept to a minimum to avoid 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. <p>Policies and procedures</p> <ul style="list-style-type: none"> • Update policies to reflect changes brought about by COVID-19, including: <ul style="list-style-type: none"> ○ Safeguarding/child protection ○ Behaviour 	<p>contractors, emergencies etc.).</p>		<p>must be cleaned thoroughly/left for 48 hours after use.</p> <ul style="list-style-type: none"> • Limiting the number of pupils who use the toilet facilities at one time. Children from mixed bubbles can use the same toilets, however this needs to be monitored and hygiene measures implemented/reminded regularly. • Allow pupils to have access to toilets at all times during the day to prevent queues developing at social times. • Staff that move between classes and year groups, to keep their distance from pupils and other staff. • To avoid mixing during breakfast and after-school clubs where possible, a carousel system to be operated with children from different bubbles/groups rotating between activities (e.g. inside, outside, snack time etc.) with cleaning surfaces between groups. 	<p>pupils who have trouble cleaning their hands independently (e.g. small children and pupils with complex needs).</p> <p>Respiratory hygiene</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 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 throughout the day. <p>Cleaning</p> <ul style="list-style-type: none"> • 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. 	
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<ul style="list-style-type: none"> ○ Curriculum ○ Special educational needs ○ Visitors to childcare ● Ensure website is compliant with regards to the publishing of policies. <p>Response to any infection</p> <ul style="list-style-type: none"> ● 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 <ul style="list-style-type: none"> ○ book a test if they are displaying symptoms; ○ inform the school immediately of the results of a test; ○ provide details of anyone they have been in close contact with; ○ self-isolate if necessary. 			<p>Distancing</p> <ul style="list-style-type: none"> ● 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 spent within 1 metre of anyone. ● FUNDA Coaches, to minimise contact and maintain as much distance as possible from other staff. ● Use of staff rooms to be minimised. ● 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/groups. 	<ul style="list-style-type: none"> ● 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. ● Hand sanitiser provided for the operation of lifts. ● 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- 	
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			<p>Minimising contact</p> <ul style="list-style-type: none"> • Doors propped open, where safe to do so to limit use of door handles. Ensure closed when premises unoccupied. • Staff and pupils to have their own individual and very frequently used equipment, such as hi-vis vest, pens and pencils. <p>PE and School Sport</p> <ul style="list-style-type: none"> • Pupils kept in same consistent bubbles where possible during PE and sport. • Sports equipment thoroughly cleaned between each use. • Contact sports avoided until guidance changes. • Outdoor sports should be prioritised where possible. • Large indoor spaces used where it is not. • Distance between pupils from mixed bubbles will be maximised. 	<p>washing and other hygiene measures, and regular cleaning of surfaces.</p> <p>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:</p> <ul style="list-style-type: none"> • 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. <p>First Aid</p>	
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			<p>FUNDA Wraparound Childcare</p> <ul style="list-style-type: none"> • Pupils kept in same consistent bubbles where possible during sessions. • Sports equipment thoroughly cleaned between each use. • Contact sports avoided until guidance changes. • Outdoor sports should be prioritised where possible. • Large indoor spaces used where it is not. • Distance between pupils from mixed bubbles will be maximised. • Doors propped open, where safe to do so to limit use of door handles. Ensure closed when premises unoccupied. • Staff and pupils to have their own individual and very frequently used equipment, such as hi-vis vest, pens and pencils. • To avoid mixing during breakfast and after-school clubs during meal times, 	<ul style="list-style-type: none"> • FUNDA Educators are all qualified in First Aid. • Employees providing first aid to pupils will not be expected to maintain 2 metres distance. The following measures will be adopted: <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; • 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. 	
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<ul style="list-style-type: none">• 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					
