

Safety, Health and Environment (SHE)

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



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

Prepare Building	Y/N	NOTES	Prepare Employees and Parents and pupils	Y/N	NOTES
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 	<p>Y</p> <p>Y</p> <p>None available</p>	<p>All staff and children aware of all the exits.</p>	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 individual risk assessments. Employees fully briefed about the plans and protective measures identified 	<p>Y</p> <p>Y</p> <p>Y</p>	<p>All staff have seen correspondence and had input to RA.</p> <p>Individual RA completed and to be used if necessary.</p> <p>All staff have RA and organisational changes sent to them electronically.</p>

when people are absent).						
<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. 	Y	Isolated (with a member of staff) outside under walkway to protect from bad weather, but not in an enclosed space. Appropriate PPE box prepared in office.	<ul style="list-style-type: none"> • Regular staff briefings. • Keeping in touch with off-site workers on their working arrangements including their welfare, mental and physical health and personal security. 	Y		At least weekly for all staff – initially at the beginning of each day for teaching staff
<ul style="list-style-type: none"> • Ensure school has sufficient supplies of PPE including cleaning materials and hand washing/sanitising liquids that meet DfE/ PHE requirements. 	Y	Each bubble has an essentials box – it is the responsibility of staff in each bubble to check and stock box and let admin know if they are running low on any supplies	<ul style="list-style-type: none"> • Regular communications that those who have coronavirus symptoms, or who have someone in their household who does, are not to attend school. 	Y		This has been and will continue to be – stated on all correspondence
<ul style="list-style-type: none"> • Provide suitable and sufficient bins to support pupils and staff to follow the ‘catch it, bin it, kill it’ approach. 	Y	Already purchased and in use – one for each class.	<ul style="list-style-type: none"> • Information shared about testing available for those with symptoms. 	Y		
<ul style="list-style-type: none"> • Provide sufficient tissues in all rooms. 	Y		<ul style="list-style-type: none"> • Heads of Departments/ teachers to identify shared resources and how to prevent mixed contact (e.g. cleaning between bubbles or rotas for equipment use). 	Y		Cleaning between bubbles, timetabled use of spaces,
<ul style="list-style-type: none"> • Consider if the school site can be split into separate zones where groups of pupils can remain to minimise mixing. 	Y	As part of the essential box				
<ul style="list-style-type: none"> • Create a plan of the building to mark out areas where bubbles do not mix (e.g. classrooms) and where mixing is more 	Y	Class bubbles will have to mix in spaces (this is organised thus to minimise (E/G, S/O, P/O)	<ul style="list-style-type: none"> • Identify and plan lessons that could take place outdoors. 	Y		For individual teachers to organise and plan
		No mixing in	<ul style="list-style-type: none"> • Consider how 	Y		Looking at developing Teams (Have asked for

likely and so where distancing and other measures are required.		classrooms	online resources can be used to shape remote learning.		this to be set up for all staff). The aim is to use this for homework in KS2 as well so all have a familiarity with it.
<ul style="list-style-type: none"> Consider separate facilities be provided for meals and refreshments in different zones (e.g. pods, kiosks, cafes). 	Y		<ul style="list-style-type: none"> Plan for remote education for pupils, alongside classroom teaching in case of a lockdown or pupils having to isolate. 		
<ul style="list-style-type: none"> Evaluate the capacity of rooms and shared areas. 	Y	Kitchen / Hall initially to be used for cooked meals only. Sandwiches to be eaten in classrooms / outside.	<p>Parents/pupils</p> <ul style="list-style-type: none"> Review EHCPs where required. 	Y	Via socially distanced (pre booked) meeting / online meetings
<ul style="list-style-type: none"> Plan for staggered lunches with more sittings to avoid mixing, allowing time for cleaning, devise seating plans, safe capacity etc. 	Y	This has led to timetabling of spaces.	<ul style="list-style-type: none"> Educate pupils before they return about the need to stay apart from others and expectations around hygiene. 	Y	All parents received a home school agreement with the expectations
<ul style="list-style-type: none"> Consider door signs mounted to identify max number in room / toilets at one time. 	Y	Hot lunches in the hall only ready displayed – to be checked at the beginning of term	<ul style="list-style-type: none"> Communicate to parents on the preventative measures being taken. 	Y	Letter sent to parents 16.7.20 and RA will be on website
<ul style="list-style-type: none"> COVID-19 posters/ signage displayed. 	Y	Change of entrances and staggered arrival / departure times.	<ul style="list-style-type: none"> Post the risk assessment or details of measures on school website. 	Y	
<ul style="list-style-type: none"> Identify 'crunch points' (e.g. entrances/ exits/ corridors/ shared space and consider how movement can be staggered. 	Y (mainly)		<ul style="list-style-type: none"> Parents and pupils informed about the process that has been agreed for drop off and collection. 	Y	16.7.20 (also sent to children who have applied during holidays)
<ul style="list-style-type: none"> Consider one-way system if possible for circulation around the building. 	Y (mainly)		<ul style="list-style-type: none"> Ensure parents have a point of contact for 	Y	Admin

<ul style="list-style-type: none"> Stairways to be up or down only. 	Y – where appropriate		reassurance as to the plans put in place.	Y	The list of appropriate items has been sent to parents on 16.7.20 (however is not mutually exclusive).
<ul style="list-style-type: none"> Put down floor markings along the middle of two-way corridors/stairs to keep groups apart and 'keep left' signs. 	Y	Social distancing guidelines in place. Staggered start.	<ul style="list-style-type: none"> Limit the equipment pupils bring into school each day to essentials such as lunch boxes, hats, coats, books, stationery and mobile phones. 	Y	
<ul style="list-style-type: none"> In areas where queues may form, put down floor markings to indicate distancing. 	Y	See end of document	<ul style="list-style-type: none"> Bags are allowed. 	Y	To be initially kept in places. Y but plans are to provide them if necessary as all children will not come with own equipment.
<ul style="list-style-type: none"> Can separate doors be used for in and out of the building (to avoid crossing paths). 	Y	All internal doors open – external doors shut due to children who may try to escape from school and open doors would pose a safeguarding risk.	<ul style="list-style-type: none"> All pupils told to provide personal equipment (pens, pencils, rulers calculators etc.) to ensure no shared use in class. 	Y	Reception will have 2 settling in sessions before other year groups begin.
<ul style="list-style-type: none"> 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. 	Y	This is linked to the change of entrances / exits	<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. 	Y	
<ul style="list-style-type: none"> Identify rooms that can be accessed directly from outside (to avoid shared use of corridors). 	Where possible	This is very difficult within classrooms where there is smaller than DfE guidelines space per pupil.	<ul style="list-style-type: none"> Clear messages to pupils about minimising the use of public transport and how to reduce the risks of transmission outside of school. 	N/A	
<ul style="list-style-type: none"> Organise classrooms for maintaining space 	Not in EYFS / KS1	This has already been	<ul style="list-style-type: none"> Staggered drop-off and collection times planned and 	Y	

between seats and desks.	Y	completed	communicated to parents.	Y	
• Arrange desks seating pupils side by side and facing forwards.		Y – all classroom tables / door handles to be cleaned during break / lunch	• Made clear to parents that they cannot gather at entrance gates or doors.	Y	Meeting (where possible) to be pre arranged. Staff available at drop off pick up at entrance and exit points.
• Inspect classrooms and remove unnecessary items and furniture to make more space.	Y	KM – to clean shared spaces break / lunch	• Encourage parents to phone school and make telephone appointments if they wish to discuss their child (to avoid face to face meetings).	Y	
• 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.	Y	Start times: A- E : 8.45am – 3.05pm F – N :8.50am –3.10pm O –Z: 8.55am – 3.15pm	• Communications to parents (and young people) includes advice on transport.	Y	To those children who access a taxi
Timetabling and lessons		Staggered timetabling	Others	Y	Caterlink July 2020 – Caterlink to complete their own RA for kitchen Hot lunches only to be served in the hall.
• Consider staggered starts or adjusting start and finish times to keep groups apart as they arrive and leave school.	Y		• Communication with contractors and suppliers that will need to prepare to support plans for full opening (e.g. cleaning, catering, food supplies, hygiene suppliers).		
• Stagger break times and lunch times to avoid mixing and time for cleaning surfaces in the dining hall between groups.	Y		• Assurances that caterers comply with the guidance for food businesses on COVID-19.		
• When timetabling, groups should be kept apart and movement		Microsoft Teams – Focus networks been asked to set up all	• Discussion with caterers to agree arrangements for staggered lunches		

<p>around the school site kept to a minimum to avoid creating busy corridors, entrances and exits.</p> <ul style="list-style-type: none"> 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. 	Need to update all these	teaching staff	(e.g. seating capacity, holding hot food, cleaning between sittings, distancing and minimising contacts).	Y	
<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 Curriculum NQTs Special educational needs Visitors to school 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 	Y	Behaviour policy updated and published	<ul style="list-style-type: none"> 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 contractors, emergencies etc.). 	y	Individual discussion with children based in the C&IC
	Y	Reviewed by Board of Governors on an ongoing basis.	<p>Lettings and non-school users</p> <ul style="list-style-type: none"> Out of school settings for children are permitted if those responsible for them are ready to do so and they can do so safely, following COVID-19 Secure guidelines. The use of indoor facilities by adults should remain 	Y	Y Lettings to be reviewed based on GCC guidance
				Y	This has been communicated to our hall hirers.

<p>measures that you have in place.</p> <p>Y</p> <ul style="list-style-type: none"> 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 support for pupils and teachers is available. 	<p>Communicated to staff and parents</p>	<p>closed until guidance changes, apart from toilets and throughways.</p>	<p>Y</p>	<p>N/A currently as we only hire to adults. Will review as guidance changes</p>
<p>Response to any infection</p>		<ul style="list-style-type: none"> 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. 	<p>Y</p>	<p>Will continually review in line with guidance changes</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. 		<ul style="list-style-type: none"> Outdoor sports courts and other outdoor sporting activities have also been permitted. 	<p>N/A</p>	
<ul style="list-style-type: none"> 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; 		<ul style="list-style-type: none"> Outdoor and indoor swimming pools will remain closed. 	<p>Y</p>	<p>This will be done.</p>
		<ul style="list-style-type: none"> 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. 	<p>Y</p>	
		<ul style="list-style-type: none"> The school can ask any hiring organisation to provide evidence of their risk assessment. 	<p>Y</p>	

<ul style="list-style-type: none"> ○ self-isolate if necessary. 	<p>Review existing lettings/ hire agreements 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.).</p>				
DO					
Control Access	Y/N and Notes	Minimise contacts and social distancing	Y/N and Notes	Implement Infection Control Measures	Y/N and Notes
<p>Access</p> <ul style="list-style-type: none"> • 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 rules (if queuing during peak times). 	<p>Y – front door access only.</p> <p>Y</p> <p>Y 16.7.20</p> <p>Y – already marked. Remarkd if necessary</p> <p>Y – already have and intercom</p> <p>Y – admin sign in</p>	<p>Minimising contacts and mixing between people reduces transmission of COVID-19 and the school will consider how to implement this.</p> <p>‘Bubbles’</p> <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, implement key 	<p>Y mixing will have to occur between O/P, O/S and G/E</p> <p>Y – class groups</p>	<p>Minimise contact with individuals who are unwell:</p> <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 be isolated, sent home and provided with information on what to do next. 	<p>Y</p> <p>Y</p> <p>Y</p>

<ul style="list-style-type: none"> • Screens installed to protect employees in reception. 	visitors. N/A	<ul style="list-style-type: none"> • stage bubbles. • Where class size groups are not appropriate (e.g. KS4 & KS5), look to implement year group sized bubbles. 	N/A	<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). 	Y Outside covered area
<ul style="list-style-type: none"> • Shared pens removed from reception. 	Y	<ul style="list-style-type: none"> • If the design of the school means class bubbles cannot be kept apart, split the building into 'zones' and implement zonal bubbles. 	Children will have E/G, S/O and P/Ow mix if necessary	<ul style="list-style-type: none"> • Staff caring a child awaiting collection to keep a distance of 2 metres. 	Y
<ul style="list-style-type: none"> • Touch screen signing in devices in reception cleaned regularly. 	Y – all use allocated sinks outside each classroom	<ul style="list-style-type: none"> • Very small schools or APS unable to prevent mixing to adopt whole school bubbles as part of their system of control. 		<ul style="list-style-type: none"> • PPE to be worn by staff caring for the child if 2 metres distance cannot be maintained. 	Y
<ul style="list-style-type: none"> • Hand sanitiser provided at all entrances. 	Y	<ul style="list-style-type: none"> • Keep a record of pupils and staff in each bubble, lesson or close contact group. 		<ul style="list-style-type: none"> • All areas where a person with symptoms has been to be cleaned after they have left. 	Y
<ul style="list-style-type: none"> • Pupils, staff and visitors to remove face coverings at school and wash hands immediately on arrival. 	If needed to bring in.	<ul style="list-style-type: none"> • School breakfast and after-school clubs to keep to the bubbles used during the school day where possible. 	N/A	<ul style="list-style-type: none"> • Should staff have close hands-on contact they should monitor themselves for symptoms of possible COVID-19 over the following 14 days. 	Y
<ul style="list-style-type: none"> • Covered bins provided on entrances to dispose of temporary face coverings. 	KM/ FR/ IR on duty outside in mornings / afternoons	<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. 	Yes – registers, including staff registers to be completed daily	<p>Hand washing</p> <ul style="list-style-type: none"> • Frequent hand washing encouraged for 	Y
<ul style="list-style-type: none"> • Sealable plastic bags provided for reusable face coverings to take home with them. 	Yes		As much as possible but follow social distancing and lack of equipment sharing		
<ul style="list-style-type: none"> • Gathering at the school gates prohibited. 					
<ul style="list-style-type: none"> • Staff on duty outside school to monitor 	Yes		Yes		Yes – set handwash

<p>protection measures.</p> <p>Visitors</p> <ul style="list-style-type: none"> • 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 appointment is not to be permitted. • 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: <ul style="list-style-type: none"> ○ the name; ○ a contact phone number; ○ date of visit; ○ arrival and departure time; <p>the name of the assigned staff member.</p>	<p>Yes</p> <p>Yes</p>	<ul style="list-style-type: none"> • 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. • 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. 	<p>Yes – all children use own classrooms</p> <p>Yes</p> <p>Yes</p> <p>Yes – timetabled use of hall Only 1 class at a time for PE</p> <p>Yes – to be reviewed as guidance changes</p>	<p>adults and pupils (following guidance on hand cleaning).</p> <ul style="list-style-type: none"> • 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, when they return from breaks, when they change rooms and before and after eating. • 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. <p>Respiratory hygiene</p>	<p>areas. Breaks and change of activity handwash breaks included.</p> <p>All classes have a sink</p> <p>In ‘essentials’ kit</p> <p>Yes</p> <p>Yes</p>
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<ul style="list-style-type: none"> • 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 toilets at all times during the day to prevent queues developing at social times. • 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. • To avoid mixing during breakfast and after-school clubs, a carousel system to be operated with children from different bubbles rotating between activities (e.g. 	<p>All activities timetabled</p> <p>Timetabled staggered breaks</p> <p>Yes</p> <p>All have classroom staff for PPA except y6</p> <p>Spanish will be taught following social distancing guidelines</p> <p>Yes</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. • 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: <ol style="list-style-type: none"> 1. physical distancing; 2. playing outside wherever possible; 3. limiting
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	inside, outside, snack time etc.) with cleaning surfaces between groups.		group sizes to no more than 15;	
	Distancing	Yes	4. positioning pupils back-to-back or side-to-side;	
	<ul style="list-style-type: none"> Staff to keep 2 metres from other adults as much as possible. 	Yes	5. avoiding sharing of instruments;	
	<ul style="list-style-type: none"> Where possible staff to maintain distance from their pupils, staying at the front of the class. 	Yes	6. ensuring good ventilation.	A bubble essentials box containing First aid kit Wipes Sanitizer Cleaning spary Cloths Mask
	<ul style="list-style-type: none"> Staff to avoid close face to face contact and minimise time spent within 1 metre of anyone. 	Yes	Cleaning	
	<ul style="list-style-type: none"> Supply teachers, peripatetic teachers and/or other temporary staff to minimise contact and maintain as much distance as possible from other staff. 	Yes	<ul style="list-style-type: none"> Sanitising spray and paper towels to be provided in classrooms for use by members of staff. 	
	<ul style="list-style-type: none"> The occupancy of staff rooms and offices limited. Use of staff rooms to be minimised. Staff in shared spaces (e.g. office) to avoid working facing each other. 	Yes	<ul style="list-style-type: none"> 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 	This is timetabled into time for completing the activities As above
		Only one lift capacity		

	<ul style="list-style-type: none"> Reducing use of lifts to only those that need to use them. Lifts are single occupation only (if 2 metres not achievable). 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. <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. Taking books and other shared resources home limited, although unnecessary sharing avoided. Staff and pupils to have their own individual and very frequently used equipment, such as pencils and pens. 	<p>Yes</p> <p>Yes</p> <p>All internal doors to be open during the day where possible</p> <p>Yes – programme of quarentining returned books so children do not miss</p> <p>Each student to be provided with thuis but can bring from home.</p>	<p>bubbles.</p> <ul style="list-style-type: none"> 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-washing and other hygiene measures, and regular cleaning of surfaces. <p>PPE</p> <p>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 	<p>KM to clean all toilets mid morning and lunchtime.</p> <p>At top and bottom of stairs.</p> <p>PPE box provided in the office</p>
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	<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. • Swimming pools are not used until guidance changes. • 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 the above requirements. 	<p>In classes – clubs will be reviewed based on changing guidelines for schools and sports bodies.</p> <p>Yes</p> <p>Will follow changing guidelines and also be advised by the Stroud sports team. Yes – timetabled into Autumn PE plans</p> <p>Yes</p> <p>N/A</p> <p>N/A</p>	<p>then if a distance of 2 metres cannot be maintained</p> <ul style="list-style-type: none"> • 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> <ul style="list-style-type: none"> • Check if qualifications run out. 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 	Checked	All good first aid practice anyway.
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	<p>Educational Visits and journeys</p> <ul style="list-style-type: none"> • From the autumn term, non-overnight educational visits only. • Risk assessments of visits and journeys to be undertaken by visit leaders. • No overnight and overseas visits until government guidance changes. • Pupils grouped together on transport in the same bubbles that are adopted within school where possible. • Journey's planned with to allow distancing within vehicles (this may mean large vehicles or more are used). • The use of face coverings for children over the age of 11, if they are likely to come into very close contact with people outside of their bubble. • Use of hand sanitiser upon 	<p>Organised overnight visits for Spring and Summer to be reviewed when appropriate.</p> <p>Yes – RA always completed for trips and visits</p> <p>NA</p> <p>NA</p> <p>NA</p> <p>?</p>	<p>CPR and early defibrillation until the ambulance arrives;</p> <ul style="list-style-type: none"> • 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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						boarding and/or disembarking • Cleaning of vehicles between each journey.
REVIEW	Communicate and Review Arrangements					
Consultation with employees and trades union Safety Reps on risk assessments.	<ul style="list-style-type: none"> • 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 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. 	Nominated employees tasked to monitoring protection measures.	Employees encourage 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 and/or in light of updated guidance.	

Class/ Year group	Location of arrival	Arriving at school	Break Time and where <i>(Field used if dry)</i> <i>Rotation between:</i> <i>Bottom playground</i> <i>Adventures</i> <i>Top playground</i> <i>Week at a time.</i>	Lunch Time <i>In the hall – for hot lunches</i> 1 MDSA – per two classes 1 in hall for hot lunches – NO ONE outside until 1pm	Home Time
Owls	Playgarden	Between 8.45am – 8.55m	10.45am	12.15pm	Between 3.05pm – 3.15pm
Peregrines	KS1 entrance	Between 8.45am – 8.55m	10.45am	12.30pm	Between 3.05pm – 3.15pm
Ospreys	KS2 entrance	Between 8.45am – 8.55m	11.00am	12.30pm	Between 3.05pm – 3.15pm
Sparrowhawks	KS2 entrance	Between 8.45am – 8.55m	11.00am	12.30pm	Between 3.05pm – 3.15pm
Goshawks	KS2 entrance	Between 8.45am – 8.55m	11.15am	12.30pm	Between 3.05pm – 3.15pm
Eagles	Under balcony	Between 8.45am – 8.55m	11.15am	12.30pm	Between 3.05pm – 3.15pm

Date	Briefing	Changes to current procedure	Impact
