



Hopelands Preparatory School  
38/40 Regent Street, Stonehouse, Gloucestershire, GL10 2AD

## Safety, Health and Environment (SHE)

# COVID-19 RISK ASSESSMENT PROCESS FOR HOPELANDS SCHOOL



# COVID-19 Risk Assessment for Hopelands School

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**Agreed: S Bradburn, 7th July 2020**

**Shared with governors, staff and parents: 7<sup>th</sup> July 2020**

**Date reviewed: 22<sup>nd</sup> Feb 2021, Next review Date: 19<sup>th</sup> April 2021**

## Background:

Deaths from Coronavirus vary greatly by age. Across the UK, 0.01% of deaths were people under 15, 1% were ages between 15-44 and about 75% were over 75. ([www.ons.gov.uk](http://www.ons.gov.uk), [www.nisra.gov.uk](http://www.nisra.gov.uk), [www.nrsscotland.gov.uk](http://www.nrsscotland.gov.uk))

Children are at extremely low risk of becoming ill from the virus. Specialists in paediatric medicine have reviewed the latest evidence on the level of risk posed to children and young people from coronavirus. The latest evidence indicates that the risk of serious illness for most children and young people is low. (DfE guidance, Sept 2020)

Attending school is vital for children's education and for their wellbeing. Time out of school is detrimental for children's cognitive and academic development, particularly for disadvantaged children.

## ASSESS

Decide appropriate control measures for all school staff to implement under a 'Plan', 'Do', 'Review' cycle.

**Who may be at risk:** Employees, pupils, 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 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</li> </ul>	<ul style="list-style-type: none"> <li>Involve employees in plans to return to school and listen to any suggestions on preventative</li> </ul>	<ul style="list-style-type: none"> <li>Entry points to school controlled through buzzer (including deliveries).</li> </ul>	<ul style="list-style-type: none"> <li>Safe distancing or 1 metre plus is a preventative measure that will be adopted so far as is</li> </ul>	<ul style="list-style-type: none"> <li>Sufficient handwashing facilities are available.</li> </ul>	<ul style="list-style-type: none"> <li>Consultation with employees and trades union Safety Reps on risk assessments.</li> </ul>

<p>opening (e.g. fire alarm, emergency lighting, water hygiene, etc.).</p> <ul style="list-style-type: none"> <li>• COVID-19 posters/signage displayed (packs provided by GCC).</li> <li>• Modify school reception/ early years entrance to maintain social distancing (floor markings).</li> <li>• Consider one-way system if possible for circulation around the building.</li> <li>• In areas where queues may form, put down floor markings to indicate distancing (stairs).</li> <li>• Can separate doors be used for in and out of the building (to avoid crossing paths).</li> <li>• 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.</li> <li>• Identify rooms that can be accessed directly from outside (to avoid shared use of corridors).</li> </ul>	<p>measures that can be taken.</p> <ul style="list-style-type: none"> <li>• Vulnerable employees and pupils ('clinically vulnerable' to coronavirus) identified and shielding requirements discussed.</li> <li>• Consider personal risk factors: age, obesity, pregnancy, existing health conditions and ethnicity.</li> <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>• Assess how many employees are needed in school and identify those that can remain working from home.</li> <li>• Employees shielding at home (if</li> </ul>	<ul style="list-style-type: none"> <li>• Building access rules clearly communicated through signage on entrances.</li> <li>• Parents' drop-off and pick-up protocols to minimise contact.</li> <li>• School start times staggered so class groups arrive at different times</li> <li>• Hand sanitising stations provided at all entrances and throughout premises.</li> <li>• Staff on duty outside school to monitor protection measures.</li> </ul>	<p>reasonably practical, 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.</p> <ul style="list-style-type: none"> <li>• Class groups kept together throughout the day for teaching purposes. Creation of KS1 and KS2 consistent groups for the purposes of lunchtimes, wrap around care and assemblies. Children do not mix with other KS groups. Continued use of separate parts of the playground.</li> <li>• The number of pupils in shared spaces (e.g. halls, dining areas and internal and external sports facilities) for exercise is limited to specific KS1 or KS2 consistent group(s).</li> <li>• Assemblies only held in consistent KS1 or KS2 groups.</li> <li>• No hot lunch at school. Parents to supply a packed lunch.</li> </ul>	<ul style="list-style-type: none"> <li>• Handwashing is the number 1 most effective way of limiting the transfer of Covid-19. Therefore 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> <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>• Adults and pupils encouraged to use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it')</li> <li>• Bins for tissues provided and are emptied throughout the day.</li> <li>• Spaces well ventilated using natural ventilation (opening windows).</li> </ul>	<ul style="list-style-type: none"> <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> <li>• This risk assessment will be reviewed if the risk level changes and/or in light of updated guidance.</li> </ul>
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<ul style="list-style-type: none"> <li>Organise classrooms for maintaining space between seats and all desks arranged for children to face forward.</li> <li>Inspect classrooms and remove unnecessary items (Reception/ Class 2).</li> <li>Remove soft furnishings, soft toys and toys that are hard to clean.</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> <li>A COVID-19 message to display on screens when locked.</li> </ul>	<p>required) manage online work if needed.</p> <ul style="list-style-type: none"> <li>Attending school will be for all year groups.</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 classes up to 18 pupils</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 preventative measures being taken (e.g. post risk assessment on school website).</li> </ul>		<ul style="list-style-type: none"> <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 where possible.</li> <li>Seating plans to ensure pupils sit at the same desk.</li> <li>Desks should be spaced as far apart as possible and children face forwards.</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>Members of staff come to the classroom rather than groups of pupils circulate to different parts of the building/site where possible.</li> <li>Rooms accessed directly from outside where possible (R, Class 2, Y3).</li> <li>The occupancy of staff rooms and offices limited.</li> <li>Members of staff are on duty at breaks to ensure</li> </ul>	<ul style="list-style-type: none"> <li>Doors propped open, where safe to do so to limit use of door handles. Ensure closed when premises unoccupied.</li> <li>Sanitising spray and paper towels to be provided in classrooms for use by members of staff.</li> <li>Thorough cleaning of rooms at the end of lessons and end of the day.</li> <li>Shared materials and surfaces cleaned and disinfected frequently between lessons (e.g. toys, books, desks, doors, light switches, keyboards, etc.).</li> <li>Toys and play equipment appropriately cleaned between groups of pupils using it, and not shared with multiple groups.</li> <li>Equipment used in practical lessons cleaned thoroughly between groups.</li> <li>Outdoor equipment appropriately cleaned between groups of pupils;</li> </ul>	
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	<ul style="list-style-type: none"> <li>• Parents informed only one parent to accompany child to school.</li> <li>• Staggered Pick up and Drop off at school gate only.</li> <li>• Parents and pupils encouraged to walk or cycle where possible.</li> <li>• Staggered drop-off and collection times planned and communicated to parents.</li> <li>• Made clear to parents that they cannot gather at entrance gates or doors.</li> <li>• Encourage parents to phone 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>• Employees fully briefed about the plans and protective measures identified</li> </ul>		<p>compliance with rules.</p>	<ul style="list-style-type: none"> <li>• Multiple groups do not use outdoor equipment simultaneously.</li> <li>• Limit shared resources being taken home.</li> <li>• Procedures in line with DfE guidance and PHE advice should someone become unwell whilst attending school.</li> <li>• School to contact the local health protection team as soon as they are aware that someone has attended who has tested positive. The School to follow all advice and guidance given by PHE and the DfE.</li> <li>• 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.</li> </ul> <p>NOTE: Primary school children do not need to wear a face covering.</p>	
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	<p>in the risk assessment.</p> <ul style="list-style-type: none"> <li>• Regular staff briefings.</li> <li>• Communication with contractors and suppliers that will need to prepare to support plans for opening (e.g. cleaning, catering, food supplies, hygiene suppliers).</li> <li>• Communication with others (e.g. extended school provision, peripatetic music, regular visitors, etc.)</li> <li>• Limit visitors by exception (e.g. prospective parents, for priority contractors, emergencies etc.).</li> <li>• Keep parent appointments / external meetings on a 'virtual platform.'</li> </ul>			<p>Face coverings to be worn at the discretion of the headteacher. Visitors to wear a face covering for school tours.</p> <p>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:</p> <ul style="list-style-type: none"> <li>• if a pupil becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home.</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 after treating injured person;</li> </ul>	
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