

# Kuwait National English School

## Health and Safety COVID-19 Risk Assessment

(Measures assessed for Full Return to School - 2020 /2021)



The aim of this 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 the school and transmission to the wider community.

This Risk Assessment is being utilized to update COVID-19 guidance on various policies and procedures around Health and Safety and Child Protection.

## KNES COVID-19 Risk Assessment for Full Return to school

### ASSESS

**Decide appropriate control measures to implement under a 'Plan', 'Do', 'Review' cycle.**

\*The preventative measures in this risk assessment are provided as guidance on reducing the risk of transmission and comply with Kuwaiti Ministerial Guidance and best practice.

**Who may be at risk:** Employees, pupils and young people, families (parents, carers and siblings), visitors, contractors, members of public.

**Vulnerable groups:** Where school effectively applies the full measures in this guidance the risks to all groups will be mitigated significantly, including those who are extremely 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 Staff, Parents and pupils and other site users	Control Access and Visitors	Minimise contacts and social distancing	Infection Control Measures	Communicate and Review Arrangements
<p><b>Buildings</b></p> <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>Reviewing emergency and evacuation procedures (e.g. fire wardens, escape routes, roll-call, assembly areas, etc.).</li> <li>Make provision for children who display COVID-19 symptoms/</li> </ul>	<p><b>Staff</b></p> <ul style="list-style-type: none"> <li>Involve Staff in plans to return to school and listen to any suggestions on preventative measures that can be taken.</li> <li>Consider personal risk factors: age, pregnancy, existing health conditions and ethnicity and where necessary conduct individual risk assessments.</li> </ul>	<p><b>Access</b></p> <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>All Visitors to the building to use Gate 1</li> </ul>	<p>Minimising contacts and mixing between people reduces transmission of COVID-19 and the school will consider how to implement this.</p> <p><b>'Bubbles'</b></p> <ul style="list-style-type: none"> <li>Small, consistent groups of pupils split into bubbles.</li> <li>Class groups will be kept together in separate 'bubbles' throughout the day and do not mix with other groups.</li> </ul>	<p><b>Minimise contact with individuals who are unwell:</b></p> <ul style="list-style-type: none"> <li>Refer to Kuwait Ministry of Health guidance.</li> <li>Designate a COVID officer</li> <li>Establish a COVID Crisis Management Team</li> <li>Anyone with COVID-19 symptoms, or who have someone in their household</li> </ul>	<ul style="list-style-type: none"> <li>Consultation with Governing Body, Staff and Medical Staff on risk assessments.</li> <li>Risk assessment published on school website.</li> <li>Designated staff member tasked to monitoring protection measures.</li> <li>Members of staff are on duty at breaks to ensure</li> </ul>

<p>become ill during the day to be isolated. Space should be identified in addition to the usual medical room.</p> <ul style="list-style-type: none"> <li>• Ensure school has sufficient supplies of PPE including cleaning materials and hand washing/sanitising liquids that meet DfE/PHE requirements.</li> <li>• Provide suitable and sufficient bins to support pupils and staff to follow the 'catch it, bin it, kill it' approach.</li> <li>• Provide sufficient tissues in all rooms.</li> <li>• Consider if the school site can be split into separate zones where groups of pupils can remain to minimise mixing.</li> <li>• 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.</li> <li>• Consider Social Distancing measures for the Cafeteria.</li> </ul>	<ul style="list-style-type: none"> <li>• Regular staff briefings.</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>• Heads of Departments/ teachers to identify shared resources and how to prevent mixed contact (e.g. cleaning between bubbles or rotas for equipment use).</li> <li>• Identify and plan lessons that could take place outdoors.</li> <li>• Consider how online resources</li> </ul>	<ul style="list-style-type: none"> <li>• Floor markings outside school to indicate distancing rules (if queuing during peak times).</li> <li>• Screens installed to protect employees in reception.</li> <li>• Shared pens removed from reception.</li> <li>• Hand sanitiser provided at all entrances.</li> <li>• Pupils, staff and visitors to remove face coverings at school and wash hands immediately on arrival.</li> </ul>	<ul style="list-style-type: none"> <li>• Where pupil numbers are lower, implement key stage bubbles.</li> <li>• Where class size groups are not appropriate (e.g. KS4 &amp; KS5), look to implement year group sized bubbles.</li> <li>• Keep a record of pupils and staff in each bubble, lesson or close contact group.</li> </ul> <p><b>Minimise mixing</b></p> <ul style="list-style-type: none"> <li>• Whatever the size of the bubble, they are to be kept apart from other groups where possible.</li> <li>• Groups use the same classroom or area of a setting throughout the day.</li> <li>• Mixing between bubbles kept to a minimum during arrival, lunchtime, breaks and departure.</li> </ul>	<p>who does, not to attend school.</p> <ul style="list-style-type: none"> <li>• If anyone becomes unwell at school they will be isolated, sent home and provided with information on what to do next.</li> <li>• An unwell child awaiting collection, will be isolated in the designated Isolation room with or without adult supervision (depending on age and needs of the child).</li> <li>• Staff caring a child awaiting collection to keep a distance of 2 metres.</li> <li>• PPE to be worn by staff caring for the child if 2 metres distance cannot be maintained.</li> <li>• Staff to wash their hands after caring for a child with symptoms.</li> </ul>	<p>compliance with rules.</p> <ul style="list-style-type: none"> <li>• Staff encouraged to report any non compliance.</li> <li>• The effectiveness of prevention measures will be monitored by the school SLT members.</li> <li>• This risk assessment will be reviewed if the risk level changes (e.g. following lockdown or cases of an outbreak) and in light of updated guidance.</li> </ul>
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<ul style="list-style-type: none"> <li>Evaluate the capacity of rooms and shared areas.</li> <li>Plan for staggered breaks with more sittings to avoid mixing, allowing time for cleaning, devise seating plans, safe capacity etc</li> <li>Consider door signs mounted to identify max number in room / toilets at one time.</li> <li>COVID-19 posters/ signage displayed.</li> <li>Identify 'crunch points' (e.g. entrances/ exits/ corridors/ shared space and consider how movement can be staggered.</li> <li>Consider one-way system if possible for circulation around the building.</li> </ul>	<p>can be used to shape remote learning.</p> <ul style="list-style-type: none"> <li>Plan for remote education for pupils, alongside classroom teaching in case of a lockdown or pupils having to isolate.</li> </ul> <p><b>Parents/pupils</b></p> <ul style="list-style-type: none"> <li>Educate pupils before they return about the need to stay apart from others and expectations around hygiene.</li> <li>Communicate to parents on the preventative measures being taken.</li> <li>Post the risk assessment or details of measures on school website.</li> <li>Parents and pupils informed about the process that has been agreed for drop off and collection.</li> </ul>	<ul style="list-style-type: none"> <li>Gathering at the school gates prohibited.</li> <li>Staff on duty outside school to monitor protection measures.</li> </ul> <p><b>Visitors</b></p> <ul style="list-style-type: none"> <li>Wherever possible keep meetings on a virtual platform</li> <li>Parents/carers and visitors coming onto the site without an appointment is not to be permitted.</li> <li>Site guidance on physical distancing and hygiene is explained to visitors on or before arrival.</li> <li>A record kept of all visitors to assist tracing, including: <ul style="list-style-type: none"> <li>the name;</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Pupil movements around the school site, either in groups or individuals is controlled to limit contact and mixing.</li> <li>Groups will stay within a specific "zone" of the site to minimise mixing.</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 bubbles.</li> <li>Large gatherings such as assemblies with more than one group to be avoided.</li> <li>Separate spaces for each group clearly indicated.</li> <li>Multiple groups do not use outdoor equipment simultaneously.</li> </ul>	<ul style="list-style-type: none"> <li>All areas where a person with symptoms has been to be cleaned after they have left.</li> <li>Should staff have close hands-on contact they should monitor themselves for symptoms of possible COVID-19 over the following 14 days.</li> </ul> <p><b>Hand washing</b></p> <ul style="list-style-type: none"> <li>Frequent hand washing encouraged for adults and pupils (following guidance on hand cleaning).</li> <li>Sufficient handwashing facilities are available.</li> <li>Where there is no sink, hand sanitiser provided in classrooms.</li> <li>Skin friendly skin cleaning wipes used as an alternative to hand washing or sanitiser.</li> </ul>	
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<ul style="list-style-type: none"> <li>• Put down floor markings along the middle of two-way corridors/stairs to keep groups apart and 'keep left' signs.</li> <li>• In areas where queues may form, put down floor markings to indicate distancing.</li> <li>• Identify rooms that can be accessed directly from outside (to avoid shared use of corridors).</li> <li>• Organise classrooms for maintaining space between seats and desks</li> <li>• Arrange desks seating pupils side by side and facing forwards.</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure parents have a point of contact for reassurance as to the plans put in place.</li> <li>• Limit the equipment pupils bring into school each day to essentials such as lunch boxes, hats, coats, books, stationery.</li> <li>• Bags are allowed.</li> <li>• All pupils told to provide personal equipment (pens, pencils, rulers calculators etc.) to ensure no shared use in class.</li> <li>• Parents informed only one parent to accompany child to school.</li> <li>• Alternate access and exits to the school by year groups.</li> <li>• Made clear to parents that they cannot gather at entrance gates or doors.</li> </ul>	<ul style="list-style-type: none"> <li>- a contact phone number;</li> <li>- date of visit;</li> <li>- arrival and departure time;</li> </ul>	<ul style="list-style-type: none"> <li>• Limiting the number of pupils who use the toilet facilities at one time.</li> <li>• Allow pupils to have access to toilets at all times during the day to prevent queues developing at social times.</li> <li>• The same teacher(s) and other staff are assigned to each bubble and, as far as possible, these stay the same.</li> <li>• Staff that move between classes and year groups, to keep their distance from pupils and other staff.</li> </ul> <p><b>Distancing</b></p> <ul style="list-style-type: none"> <li>• Staff to keep 2 metres from other adults as much as possible.</li> <li>• Where possible staff to maintain distance from their</li> </ul>	<ul style="list-style-type: none"> <li>• Pupils to clean their hands when they arrive at school, when they return from breaks, when they change rooms and before and after eating.</li> <li>• Staff help is available for pupils who have trouble cleaning their hands independently (e.g. small children and pupils with complex needs).</li> </ul> <p><b>Respiratory hygiene</b></p> <ul style="list-style-type: none"> <li>• Adults and pupils are encouraged not to touch their mouth, eyes and nose.</li> <li>• Adults and pupils encouraged to use a tissue to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it')</li> <li>• Tissues to be provided by students.</li> </ul>	
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<ul style="list-style-type: none"> <li>• 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.</li> </ul> <p><b>Timetabling and lessons</b></p> <ul style="list-style-type: none"> <li>• Stagger break times and lunch times to avoid mixing and time for cleaning surfaces in the dining hall between groups.</li> <li>• When timetabling, groups should be kept apart and movement around the school kept to a minimum to avoid creating busy corridors, entrances and exits.</li> <li>• 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.</li> </ul>	<ul style="list-style-type: none"> <li>• Encourage parents to email and make telephone or video conferencing appointments if they wish to discuss their child (to avoid face to face meetings).</li> </ul> <p><b>Others</b></p> <ul style="list-style-type: none"> <li>• Communication with contractors and suppliers that will need to prepare to support plans for full opening (e.g. cleaning, catering, food supplies, hygiene suppliers).</li> <li>• Discussion with canteen to agree arrangements for staggered lunches (e.g. seating capacity, holding hot food, cleaning between sittings, distancing and minimising contacts).</li> <li>• Liaison with transport providers to cater for any changes to start</li> </ul>		<p>pupils, staying at the front of the class.</p> <ul style="list-style-type: none"> <li>• Staff to avoid close face to face contact and minimise time spent within 1 metre of anyone.</li> <li>• The occupancy of staff rooms and offices limited.</li> <li>• Use of staff rooms to be minimised.</li> <li>• Reducing use of lifts to only those that need to use them.</li> <li>• Lifts are single occupant only.</li> <li>• Older children to be encouraged to keep their distance within bubbles.</li> </ul> <p><b>Minimising contact</b></p> <ul style="list-style-type: none"> <li>• Doors propped open, where safe to do so to limit use of door handles. Ensure closed when</li> </ul>	<ul style="list-style-type: none"> <li>• Bins for tissues provided and are emptied throughout the day.</li> <li>• Singing, should not take place in larger groups such as school choirs and ensembles, or school assemblies.</li> </ul> <p><b>Cleaning</b></p> <ul style="list-style-type: none"> <li>• Sanitising spray of whole school 2x daily.</li> <li>• Thorough cleaning of rooms at the end of the day.</li> <li>• Shared materials and surfaces to be cleaned frequently (e.g. toys, books, desks, chairs, doors, sinks, toilets, light switches, handrails, etc.).</li> <li>• Resources that are shared between bubbles (e.g. sports, art and</li> </ul>	
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<p><b>Policies and procedures</b></p> <ul style="list-style-type: none"> <li>Update policies to reflect changes brought about by COVID-19, including: <ul style="list-style-type: none"> <li>Safeguarding/child protection</li> <li>Behaviour</li> <li>Visitors to school</li> </ul> </li> <li>Ensure website is compliant with regards to the publishing of policies.</li> <li>Establish a visitors' protocol so that parents, contactors, professionals working with individual children are clear about the infection control measures that you have in place.</li> <li>Governing boards and SLT to have regard to staff work-life balance and wellbeing. Information shared about the extra mental health support for pupils and teachers is available.</li> </ul>	<p>and finish times and confirm protective measures during journeys.</p> <ul style="list-style-type: none"> <li>Limit visitors by exception (e.g. for priority contractors, emergencies etc.).</li> <li>The school can ask any hiring organisation to provide evidence of their risk assessment.</li> <li>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.).</li> </ul>		<p>premises unoccupied.</p> <ul style="list-style-type: none"> <li>Taking books and other shared resources home limited, although unnecessary sharing avoided.</li> <li>Staff and pupils to have their own individual and very frequently used equipment, such as pencils and pens.</li> </ul> <p><b>PE and School Sport</b></p> <ul style="list-style-type: none"> <li>Pupils kept in same consistent bubbles where possible during PE and sport.</li> <li>Sports equipment thoroughly cleaned between each use.</li> <li>Contact sports avoided.</li> <li>Large indoor spaces used.</li> <li>Swimming Pool is closed for the foreseeable future.</li> <li>Distance between pupils from mixed bubbles will be maximised.</li> </ul>	<p>science equipment) to be cleaned frequently and meticulously and always between bubbles.</p> <ul style="list-style-type: none"> <li>Outdoor equipment appropriately cleaned frequently.</li> <li>Toilets to be cleaned regularly.</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><b>PPE</b></p> <p>The majority of staff in the school 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>	
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<p><b>Response to any infection</b></p> <ul style="list-style-type: none"> <li>• Leadership understands the protocol set by the Kuwait Ministry of Health.</li> <li>• 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"> <li>- book a test if they are displaying symptoms;</li> <li>- inform the school immediately of the results of a test;</li> <li>- provide details of anyone they have been in close contact with;</li> <li>- self-isolate if necessary.</li> </ul> </li> </ul>			<p><b>Educational Visits and journeys</b></p> <ul style="list-style-type: none"> <li>• Cancelled for the foreseeable future</li> </ul>	<ul style="list-style-type: none"> <li>• 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</li> <li>• 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.</li> </ul> <p><b>First Aid</b></p> <ul style="list-style-type: none"> <li>• Evaluate the need for additional Medical Staff.</li> <li>• Employees providing first aid to pupils will not be expected to maintain 2 metres distance. The following measures will be adopted:</li> <li>• washing hands or using hand sanitiser, before</li> </ul>	
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				and after treating injured person; <ul style="list-style-type: none"><li>• wear gloves or cover hands when dealing with open wounds;</li></ul>	
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## **Review Weekly against Kuwait COVID-19 Developments**

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