

# RISK ASSESSMENT Coronavirus (Covid 19)



South Tyneside Council

|  |                            |                                       |
|--|----------------------------|---------------------------------------|
| <b>ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice</b><br>(REVISION 3) – 13.11.20 <b>(Page 1 of 39)</b>  |                            | <b>DATE OF ASSESSMENT</b><br>13.11.20 |
| <b>ESTABLISHMENT/SCHOOL</b><br>Whitburn Village Primary School   | <b>SECTION/TEAM</b><br>All |                                       |
| <b>WHO MIGHT BE HARMED?</b> Employees, pupils, trainees, students and visitors   |                            | <b>HOW MANY ARE AFFECTED?</b>         |
| <p><b>Steps of admitting all pupils</b></p> <p><b>This document has been produced in conjunction with all Government guidance</b></p> <p><b>All risk has been assessed to minimise the spread of the virus as far as possible</b></p> <p><b>The risk assessment cannot guarantee safety of pupils and staff but if followed will mitigate risk as far as possible</b></p> <p><b>It is staff members' responsibility to read and understand this document and implement the measures described</b></p> <p><b>It is staff member's responsibility to ensure that pupils adhere to all social distancing (SD) measures wherever possible.</b></p> <p><b>It is the responsibility of parents for the safety of their children and other at drop off and pick up times to maintain social distancing.</b></p> <p><b>It is the responsibility of the parents to ensure their child is well enough to attend school and if they display symptoms follow government guidelines</b></p> |                            |                                       |
| <pre> graph LR     A[Determine capacity of school building] --&gt; B[Determine Staff available to work on-site]     B --&gt; C[Liaise with parents regarding intention to return pupils to school]     C --&gt; D[Undertake &amp; review RAs &amp; develop action plan]     D --&gt; E[Share re-opening plans with Governing Body and staff]     E --&gt; F[Make necessary adaptations to site]     F --&gt; G[Complete identified actions]     G --&gt; H[Inform parents of re-opening plans &amp; expectations]           </pre>   |                            |                                       |
| <p>This Risk Assessment sets out the decisions taken and measures put in place to prepare for the phased re-opening of the school and ensure the school continues to operate in a safe way. Existing policies and guidance continue to apply alongside the actions within this document, including but not limited to:</p> <ul style="list-style-type: none"> <li>• Health and Safety Policy</li> <li>• First Aid Policy</li> <li>• Child Protection Policy</li> <li>• CYP Response Plan</li> <li>• DFE Guidance relating to COVID19 inc Guidance for full opening of-schools</li> <li>• The Health and Safety at Work etc. Act 1974</li> <li>• Management of Health and Safety at Work Regulations 1999</li> <li>• Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013</li> </ul>   |                            |                                       |

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| ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (Page 2 of 39)   |   |   |  | DATE OF ASSESSMENT                        |  |
|--|---|---|--|---|--|
| HAZARDS<br>(including inadequate / lack of arrangements)   | EXISTING CONTROL MEASURES   | <input type="checkbox"/> if in place<br><input type="checkbox"/> if not | IF 'X' STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES  | RESIDUAL RISK RATING<br>High, Medium, Low |  |
| <ul style="list-style-type: none"><li>First Aid Regulations 1981</li><li>The Health Protection (Notification) Regulations 2010</li><li>Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'</li><li>LA Outbreak plan</li></ul> |   |   |  |   |  |
| Premises and equipment, water, etc. not maintained to statutory requirements:  | <p>Premises and utilities have been health and safety checked and building is compliant</p> <ul style="list-style-type: none"><li>Water treatments</li><li>Fire alarm testing</li><li>Repairs</li><li>PAT testing</li><li>Fridges and freezers</li><li>Boiler/ heating servicing</li><li>Internet services</li><li>Any other statutory inspections</li><li>Insurance covers reopening arrangements</li><li>Fire Risk Assessment and evacuation procedures reviewed and disseminated to all staff.</li></ul> <p>It is important that, prior to reopening for the autumn term, all the usual pre-term building checks are undertaken to make the school safe. If buildings have been closed or had reduced occupancy during the coronavirus (COVID-19) outbreak, water system stagnation can occur due to lack of use, increasing the risks of Legionnaires' disease. Advice on this can be found in the guidance on Legionella risks during the coronavirus outbreak.</p> <p>Additional advice on safely reoccupying buildings can be found in the Chartered Institute of Building Services Engineers' guidance on emerging from lockdown.</p> | Yes   | <ul style="list-style-type: none"><li>Caretaker has continued with daily and weekly checks around school in line with his job description.</li><li>All external inspections have taken place as arranged.</li><li>All repairs have been undertaken via STC Asset Management Dept.</li><li>All PAT Testing conducted prior to Covid lockdown.</li><li>Insurance arranged via STC.</li><li>Fridges and microwave ovens currently available to staff to be thoroughly cleaned at the end of each day .</li><li>Internet and computing facilities remain the responsibility of current provider - ICT in Schools.</li><li>All current school RA reviewed.</li><li>Covid 19 Policy shared with staff.</li><li>There may be incidents in school where social distancing is not safe to do so (eg in case of fire). Where possible SD will be maintained if safe to do so at assembly point.</li></ul> <p><b>Fire procedure:</b></p> <ul style="list-style-type: none"><li>All</li><li>All staff know fire evacuation procedure. If</li></ul> | Low                                       |  |

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|  | <p>Once the school is in operation, it is important to ensure good ventilation. Advice on this can be found in Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak.</p> <p>In classrooms, it will be important that schools improve ventilation (for example, by opening windows).</p> <p>Science and chemical stores<br/>Check the chemical store:<br/>There may have been a spill or leak so keep safe by reading GL246 before going in, and check GL247 and GL252 for further details and advice on what to look for.</p> <p>Be particularly careful if the weather has been hot or you are unsure that the store is ventilated well.</p> <p>If you need any help or advice contact the CLEAPSS Helpline<br/><a href="https://science.cleapss.org.uk/helpline/">https://science.cleapss.org.uk/helpline/</a></p> |   | <p>staff are working in new areas of the schools they will told where their new exit doors are.</p> <ul style="list-style-type: none"> <li>○ The teacher in classroom bubbles is therefore to take charge of pupils and staff in their bubble and ensure everyone leaves the building.</li> <li>○ All other staff to ensure they leave the building as soon as possible.</li> <li>○ Reception staff to ensure a record of all staff on site is available. It is essential that all staff on site sign in at reception.</li> <li>○ Teacher to inform reception staff of any missing people from their bubble.</li> <li>○ No member of staff to enter building if a fire incident is in place unless they are trained as a fire warden.</li> <li>○ Reception staff to telephone 999 emergency services as soon as possible.</li> <li>○ Fire evacuation point to remain as school yard.</li> </ul> |   |
|  | <p>A 'BUILDING RA COVID' assessment has been completed for the general running of the building.</p> <p><b>NB:</b> TWFRS who has confirmed that wedging doors open is not best practice, however due to the COVID-19 crisis wedging classroom doors can be done.</p> <p>Any door wedged open must have the wedge removed when the class is vacant even for the shortest period and the school must risk assess this.</p> <p>As for installing barriers in front of doors this is not acceptable under</p>   | <p>This document will be used as our operational &amp; building RA</p>  | <ul style="list-style-type: none"> <li>● New internal layouts and access points agreed for wider opening</li> <li>● Staggered drop off/pick up times for year groups</li> <li>● Staff entrance - reception</li> <li>● Pupil entrance and exit –as identified on appendix 1 ( map )</li> <li>● Classroom and office doors to be wedged open during use but left closed when vacated.</li> <li>● Hall door to be wedged open</li> <li>● All internal and external fire doors to</li> </ul>  | Low                                       |

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|  | <p>any circumstance, should an area need to be segregated then the use of signage and Fire Exit Door Security Seals should be used which would snap if the door is forced open allowing anyone emergency egress if necessary.</p> <p>Large quantities of high-alcohol-content hand sanitiser should be stored it in a locked storage cupboard or metal cabinet and controlled like other combustibles.</p> |   | <p>remain closed as per normal building practice.</p> <ul style="list-style-type: none"> <li>All fire escapes routes to be kept clear at all times, as per normal building practice.</li> </ul> |  |  |

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| Child/Adult is unwell and it is believed that they have been exposed to COVID-19.   | <p>Ensure that pupils, staff and other adults do not come into the school if they have coronavirus (COVID-19) symptoms, or have tested positive in the last 10 days, and ensuring anyone developing those symptoms during the school day is sent home, are essential actions to reduce the risk in schools and further drive down transmission of coronavirus (COVID-19). All schools must follow this process and ensure all staff are aware of it.</p> <p>If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection', which sets out that they must self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus (COVID-19).</p> <p>If they have tested positive whilst not experiencing symptoms but develop symptoms during the isolation period, they should restart the 10 day isolation period from the day they develop symptoms. This only applies to those who begin their isolation on or after 30 July. Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.</p> <p>If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age and needs of the child, with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.</p> <p>If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <p>PPE must be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for</p> | Yes   | <p>Updates read by HT and HoS. Both read info within the updates and action as necessary. Info shared with wider school population as necessary.</p> <ul style="list-style-type: none"> <li>• All government guidelines have been taken into account when assessing the school for risk and for agreeing new building layout.</li> <li>• Key hygiene information located around school. Prevent and symptoms information shared with pupils at the start of each day. Info shared on social media so all school population is aware of measures taken.</li> <li>• Letter to parents - asking them to share good practice with pupils at home and to encourage the continuation of this behaviour at school. Letter lists these specific areas of advice and outlines expectations for Parents when arriving on site.</li> <li>• Additional cleaning material allocate to each work area and staff briefed by caretaker on usage</li> </ul> <p><b>Cleaning Information:</b></p> <ul style="list-style-type: none"> <li>• Caretaker on site during school day for extra cleaning. Cleaners conduct deep cleans at the end of the day.</li> <li>• Caretaker has produced a work schedule for cleaners to follow.</li> <li>• Cleaners to pay particular attention to telephones, copier machines, door handles</li> </ul> | <p>Reduced to Low</p> <p>By additional cleaning regimes implemented and overseen by caretaker</p> |

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| <p>Risk of coronavirus infection spreading to children and staff due to inadequate infection control procedure</p> | <p>a very young child or a child with complex needs). More information on PPE use can be found in the safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) guidance.</p> <p>As is usual practice, in an emergency, call 999 if someone is seriously ill or injured or their life is at risk. Anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital.</p> <p>Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test and Trace.</p> <p>Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with normal household bleach after they have left to reduce the risk of passing the infection on to other people. See the COVID-19: cleaning of non-healthcare settings guidance.</p> <p>Public Health England is clear that routinely taking the temperature of pupils is not recommended as this is an unreliable method for identifying coronavirus (COVID-19).</p> <p>Minimise contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend childcare settings, schools or colleges</p> <ul style="list-style-type: none"> <li>• follow the COVID-19: cleaning of non-healthcare settings guidance</li> </ul> <p>Lead/Head teacher to regularly check the latest government advice</p> |   | <p>and doors and keyboards.</p> <ul style="list-style-type: none"> <li>• After each use of school equipment, staff members are expected to wipe the item clean (eg photocopier, keyboard, telephone, etc). Non classroom members of staff to wipe down their own work area, including chair, telephone, keyboard, at the end of each work shift. These areas will be cleaned by the cleaner but this is an additional cleaning measure.</li> <li>• Caretaker will be supervising all cleaning in the school.</li> <li>• LA cleaners will still come in at the end of the day as usual.</li> <li>• Caretaker will ensure all cleaning in school will be at the highest level.</li> <li>• All classroom bubbles will have a hand cleaning station in class and at nearest sink.</li> <li>• All pupils and staff members have access to soap and and water - either in classroom bubble or in the toilet areas.</li> <li>• Cleaning equipment - stock take conducted on a daily basis to ensure good stocks of everything needed in school to ensure good hygiene measures.</li> <li>• Where applicable pupils issued with their own stationery wallet - items and bag to be cleaned by pupils at the end of each day.</li> <li>• All classes to be issued with box of</li> </ul> |   |

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|  | <p>for schools and to ensure the advice is shared and followed. See links for latest advice - <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a></p> <p>Teachers share key information about hygiene daily. LHT, DHT and HOS to remind children at the start of the day. Resources are 'Catch it, Bin it, Kill it' poster and handwashing video and <a href="#">e-Bug</a> resources to teach pupils about hygiene – information posters are displayed around the school and every classroom. The 'catch it, bin it, kill it' approach continues to be very important, so schools must ensure that they have enough tissues and bins available in the school to support pupils and staff to follow this routine. As with hand cleaning, schools must ensure younger children and those with complex needs are helped to get this right, and all pupils understand that this is now part of how school operates. Some pupils with complex needs will struggle to maintain as good respiratory hygiene as their peers, for example those who spit uncontrollably or use saliva as a sensory stimulant. This should be considered in risk assessments in order to support these pupils and the staff working with them and is not a reason to deny these pupils face to face education.</p> <p>Pupils, students, staff and visitors should wash their hands:</p> <ul style="list-style-type: none"> <li>• before leaving home</li> <li>• on arrival at school</li> <li>• after using the toilet</li> <li>• after breaks and sporting activities</li> <li>• before food preparation</li> <li>• before eating any food, including snacks</li> <li>• before leaving school</li> <li>• <b>Soap and water is more effective than using sanitiser</b></li> </ul> |   | <p>PE/sporting equipment for outdoor use - items and box to be cleaned at the end of the day by pupils.</p> <ul style="list-style-type: none"> <li>• Teacher to reinforce cleaning and hygiene messages during the day.</li> <li>• Teachers to supervisor hand washing and hand sanitising.</li> <li>• All classroom bubbles and work areas - windows to be open during room use.</li> <li>• Use of toilets - pupils will be supervised by classroom staff. Classroom staff to ensure no crowding of toilet areas and SD measures are maintained at all times.</li> <li>• Washbags are available to all staff who wish to change their clothing before going home.</li> <li>• All pupils to ensure if possible they wear clean recently washed clothes each day.</li> <li>• All rooms to ensure windows and doors are open regularly to allow fresh air to circulate.</li> <li>• Paper towels to be provided as an alternative to hand dryers.</li> <li>• Waste bins in each room and frequently emptied.</li> <li>• All waste removed at end of each day.</li> <li>• Ventilation and air conditioning units have been checked and maintained.</li> <li>• Where a known or suspected Covid 19 case has been reported, a full clean will be completed as per the specific guidelines given by the government.</li> <li>• Goods entering the site will be cleaned.</li> </ul> |   |

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|  | <ul style="list-style-type: none"> <li>ensure that sufficient handwashing facilities are available. Where a sink is not nearby, provide hand sanitiser in classrooms and other learning environments</li> <li>the school will build these routines into school culture, supported by behaviour expectations and helping ensure younger children and those with complex needs understand the need to follow them</li> <li>clean surfaces that children and young people are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, more regularly than normal</li> <li>School has in place a cleaning schedule that ensures cleaning is generally enhanced and includes:               <ul style="list-style-type: none"> <li>more frequent cleaning of rooms / shared areas that are used by different groups</li> <li>frequently touched surfaces being cleaned more often than normal</li> <li>toilets will be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet - different groups will be allocated their own toilet blocks if appropriate but is not a requirement if the site does not allow for it</li> </ul> </li> </ul> <p>See COVID-19: cleaning of non-healthcare settings guidance for cleaning information.</p> |   |   |   |  |

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| Risk of coronavirus infection spreading to children and staff due to inadequate infection control procedure | <ul style="list-style-type: none"> <li>Public Health England does not (based on current evidence) recommend the use of face coverings in schools. This evidence will be kept under review. They are not required in schools as pupils and staff are mixing in consistent groups, and because misuse may inadvertently increase the risk of transmission. There may also be negative effects on communication and thus education. Face coverings are required at all times on public transport (for children over the age of 11) or when attending a hospital as a visitor or outpatient.</li> </ul> |   |   |   |  |

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| <p>Risk of coronavirus infection spreading due to large class sizes and reduced space</p> | <p>The school will minimise contacts and mixing between people while delivering a broad and balanced curriculum.</p> <p>The overarching principle to apply is reducing the number of contacts between children and staff. This can be achieved through keeping groups separate (in 'bubbles') and through maintaining distance between individuals. These are not alternative options and both measures will help, but the balance between them will change depending on:</p> <ul style="list-style-type: none"> <li>• children's ability to distance</li> <li>• the lay out of the school</li> <li>• the feasibility of keeping distinct groups separate while offering a broad curriculum (especially at secondary)</li> </ul> <p>It is likely that for younger children the emphasis will be on separating groups, and for older children it will be on distancing. For children old enough, they should also be supported to maintain distance and not touch staff where possible.</p> <p><b>How to group children</b><br/>Consistent groups reduce the risk of transmission by limiting the number of pupils and staff in contact with each other to only those within the group. They have been used in schools in the summer term in recognition that children, and especially the youngest children, cannot socially distance from staff or from each other and this provides an additional protective measure. Maintaining distinct groups or 'bubbles' that do not mix makes it quicker and easier in the event of a positive case to identify those who may need to self-isolate, and keep that number as small as possible.</p> <p>However, the use of small groups restricts the normal operation of schools and presents both educational and logistical challenges,</p> | Yes   | <ul style="list-style-type: none"> <li>• Children will stay whenever possible in their class / group bubbles whilst delivering a broad and balanced curriculum</li> <li>• Class bubbles will be maintained at break times and lunchtimes where possible</li> <li>• Staggered entrances will support the social distancing</li> <li>• A one-way system around the school to be established where it is possible in corridors</li> <li>• Daily assembly will take place in class</li> <li>• Classrooms for the older children are arranged (where space allows) for the children to sit side by side</li> <li>• On return to school staff have planned an introduction for each age range to appropriately discuss daily routines changes to their work place, equipment they will be using and all safety measures that are in place.</li> <li>• Staff have also planned to support the children's emotional wellbeing and how to discuss their concerns and worries dependent on age range of child.</li> <li>• Each day will start with a reminder of the hygiene measures in a way appropriate to the age of the child.</li> <li>• Children will be taught and supervised</li> </ul> | Low                                       |

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|   | <p>including the cleaning and use of shared spaces, such as playgrounds, boarding houses, dining halls, and toilets, and the provision of specialist teaching. This is the case in both primary and secondary schools, but is particularly difficult in secondary schools.</p> <p>In this guidance for the autumn term, maintaining consistent groups remains important, but given the decrease in the prevalence of coronavirus (COVID-19) and the resumption of the full range of curriculum subjects, schools may need to change the emphasis on bubbles within their system of controls and increase the size of these groups.</p> <p>Schools should assess their circumstances and if class-sized groups are not compatible with offering a full range of subjects or managing the practical logistics within and around school, they can look to implement year group sized 'bubbles'. Whatever the size of the group, they should be kept apart from other groups where possible and older children should be encouraged to keep their distance within groups. Schools with the capability to do it should take steps to limit interaction, sharing of rooms and social spaces between groups as much as possible. When using larger groups the other measures from the system of controls become even more important, to minimise transmission risks and to minimise the numbers of pupils and staff who may need to self-isolate. We recognise that younger children will not be able to maintain social distancing, and it is acceptable for them not to distance within their group.</p> <p>Both the approaches of separating groups and maintaining distance are not 'all-or-nothing' options, and will still bring benefits even if implemented partially. Some schools may keep children in their class groups for the majority of the classroom time, but also allow mixing into wider groups for specialist teaching, wraparound care and transport, or for boarding pupils in one group residentially and another</p> |   | <p>carrying out the hygiene routines necessary</p> <ul style="list-style-type: none"> <li>• Younger children school will require more reminders of all measures than older pupils.</li> <li>• All rooms in use will have posters and health information on display - specifically targeted at pupils.</li> <li>• Actions performed by school to ensure contact between people is kept to a minimum:</li> <li>• Staff entrance - reception</li> </ul> <p>Reception area / sign in &amp; out area</p> <ul style="list-style-type: none"> <li>• Pens and other equipment must not be shared within reception areas - one member of staff will sign in staff and visitors.</li> <li>• All staff must report to reception area on arrival and at the end of their shift to enable reception staff to sign them in and out.</li> <li>• Essential visitors - reception staff to sign them in and out on paper record.</li> <li>• Visitors to school are discouraged but it is acknowledged that some visitors are necessary. Visitors are deemed to be any adult who is not on the school payroll (including Governors).</li> <li>• All staff to ensure if they are expecting a visitor - they must inform reception staff to add to the calendar. Visitors will not be admitted into building unless they are in the calendar.</li> </ul> |   |

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| ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (Page 12 of 39) |  |   |  | DATE OF ASSESSMENT                        |
|---|--|---|--|---|
| HAZARDS<br>(including inadequate / lack of arrangements)                      | EXISTING CONTROL MEASURES  | <input type="checkbox"/> if in place<br><input type="checkbox"/> if not | IF 'X' STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES  | RESIDUAL RISK RATING<br>High, Medium, Low |
|   | <p>during the school day. Siblings may also be in different groups. Endeavouring to keep these groups at least partially separate and minimising contacts between children will still offer public health benefits as it reduces the network of possible direct transmission. All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable. Where staff need to move between classes and year groups, they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults. Again, we recognise this is not likely to be possible with younger children and teachers in primary schools can still work across groups if that is needed to enable a full educational offer.</p> <p><b>Measures within the classroom</b><br/>Maintaining a distance between people whilst inside and reducing the amount of time they are in face to face to contact lowers the risk of transmission. Ideally, adults should maintain 2 metre distance from each other, and from children. We know that this is not always possible, particularly when working with younger children, but if adults can do this when circumstances allow that will help. In particular, they should avoid close face to face contact and minimise time spent within 1 metre of anyone. Similarly, it will not be possible when working with many pupils who have complex needs or who need close contact care. These pupils' educational and care support should be provided as normal.</p> <p>For children old enough, they should also be supported to maintain distance and not touch staff and their peers where possible. This will not be possible for the youngest children and some children with complex needs and it is not feasible in some schools where space does not allow. Schools doing this where they can, and even doing this some of the time, will help.</p> |   | <ul style="list-style-type: none"> <li>All staff members and visits to use hand sanitiser upon leaving the reception area.</li> </ul> <p>2. Pupil Entrances see parent letter detailing this.</p> <p>3. Staff breaks</p> <ul style="list-style-type: none"> <li>staff to use all spaces available for break times and maintain social distancing at all times where possible.</li> </ul> <p>4. Lunch</p> <ul style="list-style-type: none"> <li>All staff will be entitled to receive a school lunch these will be at staggered times and taken in the hall. Children will eat with their classroom bubble.</li> <li>Catering staff will place cutlery on table. Catering staff to clean when that classroom bubble has departed the hall ready for next to arrive.</li> <li>Limit packed lunches as much as possible to be brought into school by children</li> </ul> <p>5. On arrival at school<br/>Parents dropping off:</p> <ul style="list-style-type: none"> <li>Member of staff to collect child from parent at either designated door (where applicable)</li> <li>Parents of younger children to bring pupils to school at allocated times no earlier</li> </ul> |   |

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| ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (Page 13 of 39) |  |   |   | DATE OF ASSESSMENT                        |
|---|--|---|---|---|
| HAZARDS<br>(including inadequate / lack of arrangements)                      | EXISTING CONTROL MEASURES  | <input type="checkbox"/> if in place<br><input type="checkbox"/> if not | IF 'X' STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES   | RESIDUAL RISK RATING<br>High, Medium, Low |
|   | <p>When staff or children cannot maintain distancing, particularly with younger children in primary schools, the risk can also be reduced by keeping pupils in the smaller, class-sized groups described above. Schools should make small adaptations to the classroom to support distancing where possible. That should include seating pupils side by side and facing forwards, rather than face to face or side on, and might include moving unnecessary furniture out of classrooms to make more space.</p> <p><b>Measures elsewhere</b><br/>Groups should be kept apart, meaning that schools should avoid large gatherings such as assemblies or collective worship with more than one group.<br/>When timetabling, groups should be kept apart and movement around the school site kept to a minimum. While passing briefly in the corridor or playground is low risk, schools should avoid creating busy corridors, entrances and exits. Schools should also consider staggered break times and lunch times (and time for cleaning surfaces in the dining hall between groups).</p> <p>Schools should also plan how shared staff spaces are set up and used to help staff to distance from each other. Use of staff rooms should be minimised, although staff must still have a break of a reasonable length during the day.</p> <p><b>Measures for arriving at and leaving school</b><br/>Travel to school patterns differ greatly between schools. If those patterns allow, schools should consider staggered starts or adjusting start and finish times to keep groups apart as they arrive and leave school. Staggered start and finish times should not reduce the amount of overall teaching time. A staggered start may, for example, include condensing / staggering free periods or break time but retaining the same amount of teaching time, or keeping the length of the day the</p> |   | <ul style="list-style-type: none"> <li>Pupils arriving late - will be taken to their class bubble by member of reception staff.</li> </ul> <p>Recording of attendance:<br/>Registers taken as normal. Any information regarding illness to be passed to school office. Attendance officer to ask for further clarity around illness/symptoms when making first day response.</p> <p>End of day:</p> <ul style="list-style-type: none"> <li>Where needed, Parents to collect pupils at designated times from allocated areas.</li> </ul> <p>6. Yard &amp; outdoor space</p> <ul style="list-style-type: none"> <li>Yard – classroom bubbles to have allocated areas</li> <li>Field – classroom bubbles to have allocated areas.</li> <li>All other outdoor areas and hall space will be booked by teacher via school office if needed during the day</li> </ul> <p>7. Moving from yard to classroom bubble</p> <ul style="list-style-type: none"> <li>Teacher collects pupils from yard and takes them into their classroom - 1 class at a time for SD.</li> </ul> <p>8. Classroom bubbles</p> |   |

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| ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (Page 14 of 39) |  |   |  | DATE OF ASSESSMENT                        |
|---|--|---|--|---|
| HAZARDS<br>(including inadequate / lack of arrangements)                      | EXISTING CONTROL MEASURES  | <input type="checkbox"/> if in place<br><input type="checkbox"/> if not | IF 'X' STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES  | RESIDUAL RISK RATING<br>High, Medium, Low |
|   | <p>same but starting and finishing later to avoid rush hour. Schools should consider how to communicate this to parents and remind them about the process that has been agreed for drop off and collection, including that gathering at the school gates and otherwise coming onto the site without an appointment is not allowed.</p> <p>Schools should also have a process for removing face coverings when pupils and staff who use them arrive at school and communicate it clearly to them. Pupils must be instructed not to touch the front of their face covering during use or when removing them.</p> <p>They must wash their hands immediately on arrival (as is the case for all pupils), dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom. Guidance on <a href="#">safe working in education, childcare and children's social care</a> provides more advice.</p> <p><b>Other considerations</b><br/>Some pupils with SEND (whether with education, health and care plans or on SEN support) will need specific help and preparation for the changes to routine that this will involve, so teachers and special educational needs coordinators should plan to meet these needs, for example using social stories.</p> <p>Supply teachers, peripatetic teachers and/or other temporary staff can move between schools. They should ensure they minimise contact and maintain as much distance as possible from other staff. Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual.</p> <p>Other visitors to site, such as contractors, catering staff and</p> |   | <ul style="list-style-type: none"> <li>Each classroom bubble allocated to their classroom</li> <li>Hand washing area station located in each classroom where possible - all pupils and staff must use this (with consent) on their on entry to classroom.</li> <li>All rooms to be cleared of unnecessary equipment and desks in order to operate as a functioning classroom bubble which adheres to SD and other H&amp;S requirements.</li> </ul> <p>10. Equipment</p> <ul style="list-style-type: none"> <li>EYFS and all primary No sand or water to be used. Where possible only use equipment which can be washed/ sanitized.</li> <li>Dough if used to be allocated to individuals and placed in separate labelled plastic bags</li> <li>Only equipment which can be cleaned thoroughly to be used.</li> <li>Bike/scooter/trike handles to be cleaned thoroughly by caretaker after use by class bubble before another group uses them .</li> <li>Where appropriate the Pupils will be given their own stationery.</li> <li>All classes will be given a box of outdoor and sporting equipment for</li> </ul> |   |

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|---|--|---|---|---|
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|   | <p>deliveries, as well as cleaning staff on site who may be working throughout the school and across different groups will be informed of safety measures either on entry to school or by their own managers. Close cooperation between both schools and the other relevant employers will be needed and discussions with key contractors about the school's control measures and ways of working will be part of planning for the autumn term. Site guidance on physical distancing and hygiene is explained to visitors on or before arrival. Where visits can happen outside of school hours, they should. A record should be kept of all visitors.</p> <p>Visitors to the school should be restricted to only absolute necessary visits.</p> <p>In primary schools and education settings teaching year 6 and below, there is no change to the existing position. It is not mandatory for staff and visitors to wear face coverings. In situations where social distancing between adults in settings is not possible (for example when moving around in corridors and communal areas), settings have the discretion to recommend the use of face coverings for adults on site, for both staff and visitors.</p> <p>Primary school children do not need to wear face coverings.</p> <p>School can request parents to wear face covering when entering site during drop off and pick up times, but this is not mandatory.</p> <p>In schools where pupils in year 7 and above are educated, face coverings should be worn by adults and pupils when moving around the premises, outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained.</p> <p>As normal, schools should engage with their local immunisation providers to provide immunisation programmes on site, ensuring</p> |   | <p>their use.</p> <ul style="list-style-type: none"> <li>All equipment and box will be cleaned by pupils at the end of each day.</li> </ul> <p>11. Cleaning<br/>Cleaner will work in school normal hours<br/>Cleaning jobs/rota - discussed with staff by caretaker who will be overseeing this.<br/>Cleaning of toilets after use:</p> <ul style="list-style-type: none"> <li>Toilets cleaned regularly throughout the school day</li> <li>first aid area -disabled toilet will be used by pupils needing to use it whilst in the sick first aid area.</li> </ul> <p>12. Non classroom staff locations</p> <ul style="list-style-type: none"> <li>JC/JD – main office</li> <li>HT/HoS – main HT/HoS room</li> </ul> <p>.</p> <ul style="list-style-type: none"> <li>Hall will be used for lunchtimes and cleaned between each groups lunch. PE if booked at main office and only that classes equipment to be used unless organised with caretaker for other apparatus which will then need to be cleaned.</li> </ul> <ul style="list-style-type: none"> <li>All deliveries to school - items to be taken by JC/JD/BC to distribute</li> </ul> |   |

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| ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (Page 16 of 39) |  |   |  | DATE OF ASSESSMENT                        |
|---|--|---|--|---|
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|   | <p>these will be delivered in keeping with the school's control measures. These programmes are essential for children's health and wellbeing and can also provide benefits for staff.</p> <p>Where a child routinely attends more than one setting on a part time basis, for example because they are dual registered at a mainstream school and an alternative provision setting or special school, schools should work through the system of controls collaboratively, enabling them to address any risks identified and allowing them to jointly deliver a broad and balanced curriculum for the child.</p> <p>Equipment and resources are integral to education in schools. During the summer term, their use was minimised, many were moved out of classrooms, and there was significant extra cleaning. That position has now changed for the autumn term, because prevalence of coronavirus (COVID-19) has decreased and because they are so important for the delivery of education. For individual and very frequently used equipment, such as pencils and pens, it is recommended that staff and pupils have their own items that are not shared. Classroom based resources, such as books and games, can be used and shared within the bubble; these should be cleaned regularly, along with all frequently touched surfaces. Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.</p> <p>Outdoor playground equipment should be more frequently cleaned. Pupils must sanitise their hands before and after playing on outdoor equipment.</p> <p>To help mitigate the spread on wood play equipment pupils must sanitise their hands before and after playing on outdoor equipment.</p> |   | <p>asap - boxes/items to be wiped down before distribution.</p> <ul style="list-style-type: none"> <li>Staff and pupils should not be working away from their designated area unless their specific role allows for this.</li> </ul> |   |

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**ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (Page 17 of 39)****DATE OF ASSESSMENT**

| HAZARDS<br>(including<br>inadequate /<br>lack of<br>arrangements) | EXISTING CONTROL MEASURES   | <input type="checkbox"/> if in<br>place<br><input type="checkbox"/> if not | IF 'X' STATE THE ACTION TO BE TAKEN<br>WITH TIMESCALES OR INDICATE ANY<br>ADDITIONAL CONTROL MEASURES | RESIDUAL<br>RISK RATING<br>High, Medium,<br>Low |
|---|---|--|---|---|
|   | <p>Further details on cleaning the equipment will be provided by STC Public Health.</p> <p>KOMPAN Play equipment have stated that “The best way to clean Kompan products and disinfect for Corona virus is to use soap and water, so use normal household cleaning products. Diluted bleach can be used, undiluted bleach must not be used.” Ensure bleach is diluted to the correct level and always follow the guidance on the container and MSDS. If you are to use diluted bleach:</p> <ul style="list-style-type: none"><li>• Read and follow the instructions</li><li>• Use the recommended amount of product</li><li>• Keep out of the reach of children</li><li>• Use only on appropriate surfaces</li><li>• Never mix hypochlorite bleach with other cleaning products</li></ul> <p>It is still recommended that pupils limit the amount of equipment they bring into school each day, to essentials items. Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to pupil education and development. Similar rules on hand cleaning, cleaning of the resources and rotation should apply to these resources</p> <p>Schools have the flexibility to decide how physical education, sport and physical activity will be provided whilst following the measures in their system of controls.</p> <p>Music, dance and drama can be undertaken in school so long as safety precautions are undertaken.</p> |  |   |   |

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|---|---|---|---|---|
| HAZARDS<br>(including inadequate / lack of arrangements)                      | EXISTING CONTROL MEASURES   | <input type="checkbox"/> if in place<br><input type="checkbox"/> if not | IF 'X' STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES | RESIDUAL RISK RATING<br>High, Medium, Low |
| Failure to use Test and Trace Guidance appropriately                          | <p>Schools must ensure they understand the NHS Test and Trace process and how to contact their local <a href="#">Public Health England health protection team</a>. Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to:</p> <ul style="list-style-type: none"> <li>• <a href="#">book a test</a> if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit</li> <li>• provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace</li> <li>• <a href="#">self-isolate</a> if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)</li> </ul> <p>Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS <a href="#">testing and tracing for coronavirus website</a>, or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing.</p> <p>The government will ensure that it is as easy as possible to get a test through a wide range of routes that are locally accessible, fast and convenient. We will release more details on new testing avenues as and when they become available and will work with schools so they understand what the quickest and easiest way is to get a test. By the autumn term, all schools will be provided with a small number of home testing kits that they can give directly to parents/carers collecting a child who has developed symptoms at school, or staff who have developed symptoms at school, where they think providing one will significantly increase the likelihood of them getting tested.</p> |   |   | Low                                       |

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|   | <p>Advice will be provided alongside these kits.<br/>Schools should ask parents and staff to inform them immediately of the results of a test:</p> <ul style="list-style-type: none"> <li>if someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating.</li> <li>if someone tests positive, they should follow the '<a href="#">stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</a>' and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days.</li> </ul> <p>Local PH contacts:</p> <ul style="list-style-type: none"> <li>The Covid inbox should be used in the first instance to direct any queries, as well as any information regarding any <b>suspected or confirmed cases</b> to <a href="mailto:COVID@southtyneside.gov.uk">COVID@southtyneside.gov.uk</a> This inbox is monitored 7 days a week by the public health team.</li> <li>Public Health England (North East and Yorkshire Region) 0300 303 8596</li> <li>Claire Mawson, Senior Public Health Advanced Practitioner <a href="mailto:claire.mawson@southtyneside.gov.uk">claire.mawson@southtyneside.gov.uk</a> 07776 992033 (part-time Monday-Wednesday am)</li> <li>Sam Start, Senior Public Health Advanced Practitioner</li> </ul> |   |   |   |

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| ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (Page 20 of 39) |   |   |   | DATE OF ASSESSMENT                        |
|---|---|---|---|---|
| HAZARDS<br>(including inadequate / lack of arrangements)                      | EXISTING CONTROL MEASURES   | <input type="checkbox"/> if in place<br><input type="checkbox"/> if not | IF 'X' STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES | RESIDUAL RISK RATING<br>High, Medium, Low |
|   | <a href="mailto:samantha.start@southtyneside.gov.uk">samantha.start@southtyneside.gov.uk</a> 07776997869<br>(Wednesday pm-Friday)   |   |   |   |
| Failure to manage confirmed cases of COVID-19 amongst the school community    | <p>Schools must take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19). Schools should contact the local health protection team. This team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace.</p> <p>The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate.</p> <p>The health protection team will work with schools in this situation to guide them through the actions they need to take. Based on the advice from the health protection team, schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. Close contact means:</p> <ul style="list-style-type: none"> <li>• direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)</li> <li>• proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual</li> <li>• travelling in a small vehicle, like a car, with an infected person</li> </ul> <p>The health protection team will provide definitive advice on who must</p> |   |   | Low                                       |

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| ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (Page 21 of 39) |   |   |   | DATE OF ASSESSMENT                        |
|---|---|---|---|---|
| HAZARDS<br>(including inadequate / lack of arrangements)                      | EXISTING CONTROL MEASURES   | <input type="checkbox"/> if in place<br><input type="checkbox"/> if not | IF 'X' STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES | RESIDUAL RISK RATING<br>High, Medium, Low |
|   | <p>be sent home. To support them in doing so, we recommend schools keep a record of pupils and staff in each group, and any close contact that takes places between children and staff in different groups (see <a href="#">section 5 of system of control</a> for more on grouping pupils). This should be a proportionate recording process. Schools do not need to ask pupils to record everyone they have spent time with each day or ask staff to keep definitive records in a way that is overly burdensome.</p> <p>A template letter will be provided to schools, on the advice of the health protection team, to send to parents and staff if needed. Schools must not share the names or details of people with coronavirus (COVID-19) unless essential to protect others.</p> <p>Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period they should follow '<a href="#">stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</a>'. They should get a test, and:</p> <ul style="list-style-type: none"> <li>if the test delivers a negative result, they must remain in isolation for the remainder of the 14-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining days.</li> <li>if the test result is positive, they should inform their setting immediately, and must isolate for at least <b>10</b> days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 14-day isolation period). Their household should self-isolate for at least 14 days from when the symptomatic person first had symptoms, following '<a href="#">stay at home: guidance for households with possible or confirmed</a></li> </ul> |   |   |   |

The risk assessment templates are intended as a starting point to consider the steps you may need to take to control the risks. It is unlikely that they will be appropriate for each individual school and they should therefore be adapted for your own specific circumstances. The manager/Head must develop them taking into account individual requirements and using any specific manufactures guidelines/instructions.

| ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (Page 22 of 39)           |  |   |   | DATE OF ASSESSMENT                        |
|---|--|---|---|---|
| HAZARDS<br>(including inadequate / lack of arrangements)                                | EXISTING CONTROL MEASURES  | <input type="checkbox"/> if in place<br><input type="checkbox"/> if not | IF 'X' STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES | RESIDUAL RISK RATING<br>High, Medium, Low |
|   | <p><a href="#">coronavirus (COVID-19) infection</a></p> <p>Schools should not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation.</p> <p>Further guidance is available on <a href="#">testing and tracing for coronavirus (COVID-19)</a>.</p> <p>Local PH contacts:</p> <ul style="list-style-type: none"> <li>The Covid inbox should be used in the first instance to direct any queries, as well as any information regarding any <b>suspected or confirmed cases</b> to <a href="mailto:COVID@southtyneside.gov.uk">COVID@southtyneside.gov.uk</a> This inbox is monitored 7 days a week by the public health team.</li> <li>Public Health England (North East and Yorkshire Region) 0300 303 8596</li> <li>Claire Mawson, Senior Public Health Advanced Practitioner <a href="mailto:claire.mawson@southtyneside.gov.uk">claire.mawson@southtyneside.gov.uk</a> 07776 992033 (part-time Monday-Wednesday am)</li> <li>Sam Start, Senior Public Health Advanced Practitioner <a href="mailto:samantha.start@southtyneside.gov.uk">samantha.start@southtyneside.gov.uk</a> 07776997869 (Wednesday pm-Friday)</li> </ul> |   |   |   |
| <b>Failure to contain any outbreak by following local health protection team advice</b> | <p>If schools have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak, and must continue to work with their local health protection team who will be able to advise if additional action is required.</p> <p>In some cases, health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure – perhaps the whole site or year group. If schools are implementing controls from this list, addressing the risks they have</p>  |   |   | Low                                       |

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| ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (Page 23 of 39) |  |   |   | DATE OF ASSESSMENT                        |
|---|--|---|---|---|
| HAZARDS<br>(including inadequate / lack of arrangements)                      | EXISTING CONTROL MEASURES  | <input type="checkbox"/> if in place<br><input type="checkbox"/> if not | IF 'X' STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES | RESIDUAL RISK RATING<br>High, Medium, Low |
|   | <p>identified and therefore reducing transmission risks, whole school closure based on cases within the school will not generally be necessary, and should not be considered except on the advice of health protection teams.</p> <p>In consultation with the local Director of Public Health, where an outbreak in a school is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who has tested positive. Testing will first focus on the person's class, followed by their year group, then the whole school if necessary, in line with routine public health outbreak control practice.</p>  |   |   |   |
| Risk of coronavirus infection spreading due to use of transport               | <p>Adjust transport arrangements where necessary including:</p> <ul style="list-style-type: none"> <li>encourage parents and children and young people to walk or cycle to their education setting where possible</li> <li>make sure schools, parents and young people follow the <u>Coronavirus (COVID-19): safer travel guidance for passengers</u> when planning their travel</li> <li>ensure that transport arrangements cater for any changes to start and finish times</li> <li>communicating revised travel plans clearly to contractors, local authorities and parents where appropriate (for instance, to agree pick-up and drop-off times)</li> </ul> <p>Social distancing has significantly reduced available transport capacity. This guidance sets out a new framework for supporting transport to and from schools from the autumn term.</p> <p>We are making a distinction between dedicated school transport and wider public transport:</p> <ul style="list-style-type: none"> <li>by dedicated school transport, we mean services that are used only to carry pupils to school. This includes statutory home to school transport, but may also include some existing or new commercial travel routes, where they carry school pupils only</li> <li>by public transport services, we mean routes which are also used</li> </ul> |   |   | Low                                       |

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| ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (Page 24 of 39) |   |   |   | DATE OF ASSESSMENT                        |
|---|---|---|---|---|
| HAZARDS<br>(including inadequate / lack of arrangements)                      | EXISTING CONTROL MEASURES   | <input type="checkbox"/> if in place<br><input type="checkbox"/> if not | IF 'X' STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES | RESIDUAL RISK RATING<br>High, Medium, Low |
|   | <p>by the general public</p> <p><b>Dedicated school transport, including statutory provision</b><br/> Pupils on dedicated school services do not mix with the general public on those journeys and tend to be consistent. This means that the advice for passengers on public transport to adopt a social distance of two metres from people outside their household or support bubble, or a 'one metre plus' approach where this is not possible, will not apply from the autumn term on dedicated transport.<br/> The approach to dedicated transport should align as far as possible with the principles underpinning the system of controls set out in this document and with the approach being adopted for your school. It is important to consider:</p> <ul style="list-style-type: none"> <li>• how pupils are grouped together on transport, where possible this should reflect the bubbles that are adopted within school</li> <li>• use of hand sanitiser upon boarding and/or disembarking</li> <li>• additional cleaning of vehicles</li> <li>• organised queuing and boarding where possible</li> <li>• distancing within vehicles wherever possible</li> <li>• the use of face coverings for children over the age of 11, where appropriate, for example, if they are likely to come into very close contact with people outside of their group or who they do not normally meet</li> </ul> <p>Dedicated school services can take different forms. Some journeys involve coaches regularly picking up the same pupils each day, others involve use of a minibus whilst other services are used by different pupils on different days, or by pupils with SEND. The precise approach taken will need to reflect the range of measures that are reasonable in the different circumstances.<br/> It will also require a partnership approach between local authorities, schools, trusts, dioceses and others. In particular, it is imperative that schools work closely with local authorities that have statutory</p> |   |   |   |

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| ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (Page 25 of 39) |  |   |   | DATE OF ASSESSMENT                        |
|---|--|---|---|---|
| HAZARDS<br>(including inadequate / lack of arrangements)                      | EXISTING CONTROL MEASURES  | <input type="checkbox"/> if in place<br><input type="checkbox"/> if not | IF 'X' STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES   | RESIDUAL RISK RATING<br>High, Medium, Low |
|   | <p>responsibility for 'home to school transport' for many children, as well as a vital role in working with local transport providers to ensure sufficient bus service provision.</p> <p>Given the pressures on public transport services it may also be necessary to work with local authorities so that they can identify where it might be necessary to provide additional dedicated school transport services, including in places where these services do not currently operate. See DfE guidance <a href="#">Transport-to-school-and-other-places-of-education-autumn-term-2020</a></p> <p><b>Wider public transport</b></p> <p>STC are currently working with transport providers and schools to plan safe, consistent transport for all staff and pupils.</p> <p>Families using public transport should refer to the <a href="#">safer travel guidance for passengers</a> and <a href="#">Transport-to-school-and-other-places-of-education-autumn-term-2020</a></p> <p>During national lockdown journeys should only be made for education or childcare, for work purposes, to exercise outdoors or visit an outdoor public place, for visiting venues that are open, for a medical reason, such as taking someone to hospital</p> <p>It is recommended that any educational visits should not take place during a national lockdown.</p> |   |   |   |
| Risk of coronavirus infection spreading to children and staff                 | <p>To help ensure that the risk of virus spread for both staff and children is as low as possible you should:</p> <ul style="list-style-type: none"> <li>• Ensure no visitors will be allowed entry into the building unless directed by the Head teacher or Senior Leader and agreed appointment.</li> </ul>  |   | <ul style="list-style-type: none"> <li>• Visitors will be discouraged however it is accepted that some meetings are essential. These meetings will be kept to an absolute minimum and appointments made in advance of the visit.</li> </ul> |   |

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| ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (Page 26 of 39) |   |   |  | DATE OF ASSESSMENT                        |
|---|---|---|--|---|
| HAZARDS<br>(including inadequate / lack of arrangements)                      | EXISTING CONTROL MEASURES   | <input type="checkbox"/> if in place<br><input type="checkbox"/> if not | IF 'X' STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES  | RESIDUAL RISK RATING<br>High, Medium, Low |
| at schools  | <ul style="list-style-type: none"> <li>• tell children, parents, carers or any visitors, such as suppliers, not to visit the education or childcare setting if they are displaying any symptoms of coronavirus (COVID-19)</li> <li>• consider how children arrive at the education or childcare setting and reduce any unnecessary travel on coaches, buses or public transport</li> <li>• ensure class sizes reflect the numbers of teaching staff available and are kept as small as possible</li> <li>• stagger lunch times, break times and the movement of pupils around the school to reduce large groups of children gathering</li> <li>• discourage parents from gathering at school gates</li> <li>• try to follow the social-distancing guidelines Social distancing within education and childcare settings with very young children will be harder to maintain. Staff should implement the above measures as far as they are able, whilst ensuring children are kept safe and well cared for within their settings</li> </ul> |   | <ul style="list-style-type: none"> <li>• Meetings will take place using social distancing measures and opening of windows etc.</li> <li>• Visitors must sanitise their hands before and after leaving the buildings.</li> <li>• Interactions between staff, pupils, contractors and visitors to be kept to absolute minimum and work completed remotely where possible.</li> <li>• Signage on the gate to ask anyone with symptoms not to enter the premises.</li> <li>• All visitors to be signed in by staff member in office.</li> <li>• No visitor will be allowed on premises unless they have an appointment on the week ahead.</li> <li>• All staff to ensure they inform HT of any appointments so they can be added to school week ahead.</li> <li>• Parents will not be allowed in school building unless absolutely necessary.</li> <li>• Meetings with parents will be confirmed by the HT or member of the SLT before an appointment is booked.</li> <li>• Parents will be encouraged to call or e-mail.</li> <li>• Parents dropping off and collecting pupils – will follow the directions and signage to their pick up point marked with taped lines.</li> <li>• Signs to discourage parents from gathering.</li> <li>• Staggered breaks and movement of pupils has been arranged.</li> </ul> |   |

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| ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (Page 27 of 39)        |   |   |   | DATE OF ASSESSMENT                        |
|--|---|---|---|---|
| HAZARDS<br>(including inadequate / lack of arrangements)                             | EXISTING CONTROL MEASURES   | <input type="checkbox"/> if in place<br><input type="checkbox"/> if not | IF 'X' STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES   | RESIDUAL RISK RATING<br>High, Medium, Low |
|  |   |   | <ul style="list-style-type: none"> <li>Deliveries to be taken in via front door and dealt with by office staff</li> </ul>   |   |
| Risk of coronavirus infection spreading to shielded and clinically vulnerable adults | <p>Where schools implement the system of controls outlined in this document, in line with their own workplace risk assessment, PHE and DHSC confirm that these measures create an inherently safer environment for children and staff where the risk of transmission of infection is substantially reduced.</p> <p>As a result, on current evidence, PHE and DHSC advise that schools are not currently considered high risk settings when compared to other workplace environments. Rates of community transmission of coronavirus (COVID-19) are now reduced to levels below those seen when shielding was introduced, and shielding measures will be paused from 1 August 2020, with the exception of areas where local lockdown means that shielding will continue. It is therefore appropriate for teachers and other school staff to return to their workplace setting. Accordingly, we expect that staff who need to will attend school.</p> <p>From 1 August, wider government policy on going to work is expected to change, with employers to be given more discretion about where staff work. Most school-based roles are not ideally suited to home working and schools may expect most staff to return to work in settings. Some roles, such as some administrative roles, may be conducive to home working, and school leaders should consider what is feasible and appropriate.</p> <p>All staff should follow the measures set out in the system of controls section of this guidance to minimise the risks of transmission. This includes continuing to observe good hand and respiratory hygiene and maintaining social distancing in line with the provisions as set out in part 5 of the 'Prevention' section.</p> <p>School leaders should explain to staff the measures the school is putting in place to reduce risks. We anticipate adherence to the measures in this guidance will provide the necessary reassurance for</p> | <input type="checkbox"/>  | <ul style="list-style-type: none"> <li>HT will follow all advice given by Government and LA HR on who can return to work and who should remain at home.</li> <li>Remote working will be completed if necessary</li> <li>HT has called all staff who cannot work during this period due to health concerns.</li> <li>Pregnant staff members - not to work in school - will work at home.</li> <li>Other staff members with vulnerable health concerns have had if needed OH appointments and discussion with leadership team and HR</li> <li>If working on school premises, SD must be adhered to. PPE and cleaning products available to all.</li> <li>RA to be shared with all school staff; asking all staff members to read the document and reply to say they have done so. Even if a staff member does not reply to say they have read the document, it will be assumed that they have done so and are willing to follow all guidelines outlined. It is felt that as part of the staff team of Whitburn Primary School, it is staff's professional responsibility to read this document.</li> <li>If a staff member does not agree with any part of the RA, they are to email the Head with their concerns. These will be</li> </ul> | Low                                       |

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| ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (Page 28 of 39) |  |   |   | DATE OF ASSESSMENT                        |
|---|--|---|---|---|
| HAZARDS<br>(including inadequate / lack of arrangements)                      | EXISTING CONTROL MEASURES  | <input type="checkbox"/> if in place<br><input type="checkbox"/> if not | IF 'X' STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES   | RESIDUAL RISK RATING<br>High, Medium, Low |
|   | <p>staff to return to schools.</p> <p>If staff are concerned, including those who may be clinically vulnerable, clinically extremely vulnerable or at increased comparative risk from coronavirus, we recommend school leaders discuss any concerns individuals may have around their particular circumstances and reassure staff about the protective measures in place.</p> <p><b>Staff who are clinically extremely vulnerable</b></p> <p>Rates of community transmission of coronavirus (COVID-19) are now reduced to levels below those seen when shielding was introduced. Shielding measures will therefore be paused from the 1 August 2020, with the exception of areas where local lockdown means that shielding will continue. Therefore, we advise that those who are clinically extremely vulnerable can return to school in September 2020 provided their school has implemented the system of controls outlined in this document, in line with the school's own workplace risk assessment. In all respects, the clinically extremely vulnerable should now follow the same guidance as the clinically vulnerable population, taking particular care to practise frequent, thorough hand washing, and cleaning of frequently touched areas in their home and/or workspace.</p> <p><b>Staff who are clinically vulnerable</b></p> <p>Clinically vulnerable staff can return to school in September. While in school they should follow the sector-specific measures in this document to minimise the risks of transmission.</p> <p>This includes taking particular care to observe good hand and respiratory hygiene, minimising contact and maintaining social distancing in line with the provisions set out in section 5 of the 'Prevention' section of this guidance. This provides that ideally, adults should maintain 2 metre distance from others, and where this is not possible avoid close face to face contact and minimise time spent within 1 metre of others. While the risk of transmission between young children and adults is likely to be low, adults should continue to take care to socially distance from other adults including older</p> |   | <p>discussed with HT and other SLT and answer given as soon as possible.</p> <ul style="list-style-type: none"> <li>• Staff have been and will continue to be given opportunity to raise any concerns they have around their safety via HT or their unions</li> <li>• All affected staff members have been kept up to date with developments and have spoken to HT.</li> <li>• All staff invited to attend regular meetings with HT where updates are given.</li> </ul> |   |

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| ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (Page 29 of 39) |   |   |   | DATE OF ASSESSMENT                        |
|---|---|---|---|---|
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|   | <p>children/adolescents.<br/>People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace.</p> <p><b>Staff who are pregnant</b><br/>Pregnant women are in the 'clinically vulnerable' category, and are generally advised to follow the above advice, which applies to all staff in schools. Employers should conduct a risk assessment for pregnant women in line with the Management of Health and Safety at Work Regulations 1999 (MHSW)<br/><a href="https://www.southtyneside.gov.uk/article/36422/Health-and-Safety-Manual-2019-see-Section-3.10-and-Appendix-F">https://www.southtyneside.gov.uk/article/36422/Health-and-Safety-Manual-2019-see-Section-3.10-and-Appendix-F</a>.<br/>The Royal College of Obstetrics and Gynaecology (RCOG) has published <u>occupational health advice for employers and pregnant women</u>. This document includes advice for women from 28 weeks gestation or with underlying health conditions who may be at greater risk. We advise employers and pregnant women to follow this advice and to continue to monitor for future updates to it.</p> <p><b>Staff who may otherwise be at increased risk from coronavirus (COVID-19)</b><br/>Some people with particular characteristics may be at comparatively increased risk from coronavirus (COVID-19), as set out in the <u>COVID-19: review of disparities in risks and outcomes report</u>, which looked at different factors including age and sex, where people live, deprivation, ethnicity, people's occupation and care home residence. These staff can return to school in September as long as the system of controls set out in this guidance are in place. The reasons for the disparities are complex and there is ongoing research to understand and translate these findings for individuals in the future.<br/>People who live with those who have comparatively increased risk from coronavirus (COVID-19) can attend the workplace.</p> <p>Those individuals who are clinically extremely vulnerable are advised to work from home and not to go into work. Individuals in this group</p> |   |   |   |

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| ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (Page 30 of 39)   |  |   |  | DATE OF ASSESSMENT                        |
|---|--|---|--|---|
| HAZARDS<br>(including inadequate / lack of arrangements)  | EXISTING CONTROL MEASURES  | <input type="checkbox"/> if in place<br><input type="checkbox"/> if not | IF 'X' STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES  | RESIDUAL RISK RATING<br>High, Medium, Low |
|   | <p>will have been identified through a letter from the NHS or from their GP, and may have been advised to shield in the past. Staff should talk to their employers about how they will be supported, including to work from home where possible, during the period of national restrictions.</p> <p>All other staff should continue to attend work, including those living in a Staff and children who are clinically vulnerable or have underlying health conditions but are not clinically extremely vulnerable, may continue to attend school in line with current guidance.</p> <p>People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace.household with someone who is clinically extremely vulnerable.</p>                                     |   |  |   |
| Risk of coronavirus infection spreading to shielded and clinically vulnerable persons via pupil or staff attending school | <p>More evidence has emerged that shows there is a very low risk of children becoming very unwell from coronavirus (COVID-19), even for children with existing health conditions. Most children originally identified as clinically extremely vulnerable no longer need to follow original shielding advice. Parents should be advised to speak to their child's GP or specialist clinician if they have not already done so, to understand whether their child should still be classed as clinically extremely vulnerable.</p> <p>Those children whose doctors have confirmed they are still clinically extremely vulnerable are advised not to attend education whilst the national restrictions are in place. Schools will need to make appropriate arrangements to enable them to continue their education</p> | <input type="checkbox"/>  | <p>All parents informed of requirements within school and informed if their child cannot or will not follow procedures put in place, we will discuss this with parents and actions taken.</p> <p>All safeguarding concerns will continue to be reported to the schools DSL for action.</p> | Low                                       |

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|   | <p>at home.</p> <p>Children who live with someone who is clinically extremely vulnerable, but who are not clinically extremely vulnerable themselves, should still attend education.</p> <p>Parents of clinically extremely vulnerable children will be receiving a letter shortly confirming this advice.</p> <p><b>Pupils who are shielding or self-isolating</b><br/>           We now know much more about coronavirus (COVID-19) and so in future there will be far fewer children and young people advised to shield whenever community transmission rates are high. Therefore, the majority of pupils will be able to return to school. You should note however that:</p> <ul style="list-style-type: none"> <li>a small number of pupils will still be unable to attend in line with public health advice because they are self-isolating and have had symptoms or a positive test result themselves; or because they are a close contact of someone who has coronavirus (COVID-19)</li> <li>shielding advice for all adults and children will pause on 1 August, subject to a continued decline in the rates of community transmission of coronavirus (COVID-19). This means that even the small number of pupils who will remain on the shielded patient list can also return to school, as can those who have family members who are shielding. Read the <a href="#">current advice on shielding</a></li> <li>if rates of the disease rise in local areas, children (or family members) from that area, and that area only, will be advised to shield during the period where rates remain high and therefore they may be temporarily absent (see below).</li> <li>some pupils no longer required to shield but who generally</li> </ul> |   |   |   |

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| HAZARDS<br>(including inadequate / lack of arrangements)                      | EXISTING CONTROL MEASURES  | <input type="checkbox"/> if in place<br><input type="checkbox"/> if not | IF 'X' STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES | RESIDUAL RISK RATING<br>High, Medium, Low |
|   | <p>remain under the care of a specialist health professional may need to discuss their care with their health professional before returning to school (usually at their next planned clinical appointment). You can find more advice from the Royal College of Paediatrics and Child Health at <a href="#">COVID-19 - 'shielding' guidance for children and young people</a>.</p> <p>Where a pupil is unable to attend school because they are complying with clinical and/or public health advice, we expect schools to be able to immediately offer them access to remote education.</p> <p>Where children are not able to attend school as parents are following clinical and/or public health advice, absence will not be penalised.</p> <p>All other pupils must attend school. If parents of pupils with significant risk factors are concerned, we recommend schools discuss their concerns and provide reassurance of the measures they are putting in place to reduce the risk in school.</p> |   |   |   |
| Spread of virus during science, DT or food technology                         | <ul style="list-style-type: none"> <li>Schools to follow CLEAPSS (Consortium of Local Education Authorities for the Provision of Science Services) COVID-19 (Coronavirus) in Schools - Returning in September Guidance (20/08/2020)</li> <li></li> <li>CLEAPSS updated their guidance for schools returning in September. The key guide to read is GL343, this guide should be read alongside all of our COVID-19 guidance (see below for list).</li> <li></li> <li>Primary schools should refer to the primary website for their guidance.</li> <li></li> <li>DT Staff should refer to our DT website for their guidance.</li> <li></li> </ul>  |   | <ul style="list-style-type: none"> <li></li> </ul>  | Low                                       |

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| ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (Page 33 of 39)                              |   |   |  | DATE OF ASSESSMENT                        |
|--|---|---|--|---|
| HAZARDS<br>(including inadequate / lack of arrangements)   | EXISTING CONTROL MEASURES   | <input type="checkbox"/> if in place<br><input type="checkbox"/> if not | IF 'X' STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES  | RESIDUAL RISK RATING<br>High, Medium, Low |
|  | <ul style="list-style-type: none"> <li>Science Staff should refer to the Science website for their guidance.</li> <li></li> <li>CLEAPSS during COVID-19</li> <li></li> <li>The CLEAPSS office is open Tuesday to Thursday, and helplines are dealt with Monday to Friday 8.30am to 5.30pm.</li> <li></li> <li>We will continue to answer ALL helplines and continue to develop both emergency guidance for COVID-19 and longer-term developmental guides across all the areas we cover.</li> <li></li> <li>If you have an EMERGENCY i.e. pupil with chemical in their eye, a chemical spill, or radioactive issue.</li> <li>Then please call 07565 114 059 (available 8.30am-5.30pm weekdays)</li> <li></li> <li>If you have a COVID-19, technical or subject based question. Then please email it to science@cleapss.org.uk.</li> <li></li> <li>Please do NOT call the above mobile numbers with routine questions.</li> <li></li> </ul> |   |  |   |
| Poor Psychological / Staff / Pupil Wellbeing – due to personal, workload, returning to school issues, etc. | <ul style="list-style-type: none"> <li>Approach to support wellbeing, mental health and resilience in place, including bereavement support</li> <li>How staff are supported to follow this within their own situations and that of pupils and colleagues is clear.</li> </ul> <a href="#">covid-19-guidance-for-the-public-on-mental-health-and-wellbeing</a>   |   | <ul style="list-style-type: none"> <li>Mental Health Champions appointed before Covid 19.</li> <li>Ensure all staff and pupils' mental health is considered at each point of implementation of RA</li> <li>Staff given regular updates and emails sent stating HT/HoS/KS leads SLT are always available to speak to.</li> <li>HT - to offer appointments to any member of staff wishing to seek advice, guidance or</li> </ul> | Low                                       |

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| ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (Page 34 of 39) |  |   |   | DATE OF ASSESSMENT                        |
|---|--|---|---|---|
| HAZARDS<br>(including inadequate / lack of arrangements)                      | EXISTING CONTROL MEASURES  | <input type="checkbox"/> if in place<br><input type="checkbox"/> if not | IF 'X' STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES   | RESIDUAL RISK RATING<br>High, Medium, Low |
|   |  |   | to talk through their thoughts.<br>• Adult only zone in staff room  |   |
| Risk of coronavirus infection spreading to children and staff at schools      | <p>To help ensure that the risk of virus spread for both staff and children is as low as possible you should:</p> <ul style="list-style-type: none"> <li>• Ensure no visitors will be allowed entry into the building unless directed by the Head teacher or Senior Leader and agreed appointment.</li> <li>• tell children, parents, carers or any visitors, such as suppliers, not to visit the education or childcare setting if they are displaying any symptoms of coronavirus (COVID-19)</li> <li>• consider how children arrive at the education or childcare setting and reduce any unnecessary travel on coaches, buses or public transport</li> <li>• ensure class sizes reflect the numbers of teaching staff available and are kept as small as possible</li> <li>• stagger lunch times, break times and the movement of pupils around the school to reduce large groups of children gathering</li> <li>• discourage parents from gathering at school gates</li> <li>• try to follow the <a href="#">social-distancing guidelines</a></li> </ul> <p>Social distancing within education and childcare settings with very young children will be harder to maintain. Staff should implement the above measures as far as they are able, whilst ensuring children are kept safe and well cared for within their settings.</p> | <input type="checkbox"/>  | <ul style="list-style-type: none"> <li>• Visitors will be discouraged however it is accepted that some meetings are essential. These meetings will be kept to an absolute minimum.</li> <li>• Visitors must sanitise their hands before leaving reception area.</li> <li>• Interactions between staff, pupils, contractors and visitors to be kept to absolute minimum and work completed remotely where possible.</li> <li>• Signage on the gate to ask anyone with symptoms not to enter the premises.</li> <li>• Meetings will be scheduled into school calendar and appointments added to sign in system by reception staff.</li> <li>• No visitor will be allowed on premises unless they have an appointment in the calendar. All staff to ensure they add any appointments into school calendar.</li> <li>• Parents meetings where necessary will take place by phone call/googlemeet/email.</li> <li>• Parents dropping off and collecting pupils - to arrive only at allocated times and areas</li> <li>• Deliveries to be taken directly to reception area</li> </ul> | Low                                       |
| Lack of first aid provision due to staff shortages                            | Risk assess the current provision – the staff and pupils medical conditions need to be taken into consideration, e.g. diabetes, allergies and the use of epi-pens, how far you are away from an A&E, etc.  | <input type="checkbox"/>  | <ul style="list-style-type: none"> <li>• See above re first aid area</li> <li>• See above re first aid.</li> </ul>  | Low                                       |

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| ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (Page 35 of 39)    |  |   |   | DATE OF ASSESSMENT                        |
|--|--|---|---|---|
| HAZARDS<br>(including inadequate / lack of arrangements)                         | EXISTING CONTROL MEASURES  | <input type="checkbox"/> if in place<br><input type="checkbox"/> if not | IF 'X' STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES   | RESIDUAL RISK RATING<br>High, Medium, Low |
|  | Where applicable you will need to ensure least one person who has a full paediatric first aid (PFA) certificate to be on the premises. You may be able to link up with other schools near to you to share first aid provision.<br><a href="https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2/early-years-foundation-stage-coronavirus-disapplications">https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2/early-years-foundation-stage-coronavirus-disapplications</a>  |   |   |   |
| Risk of coronavirus infection spreading to children and staff due to lack of PPE | <p>The majority of staff in education settings <b><u>will not require PPE beyond what they would normally need for their work</u></b>, 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>• children, young people and students 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</li> <li>• if a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult.</li> <li>• If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting and staff cannot maintain a 2m distance and there is a risk of them being splashed with spit/saliva then there may be a case for PPE given we are now in sustained community transmission. A surgical mask should be worn and a risk assessment made over eye protection (it's possible that this would be needed if pupil spitting). If any direct contact/care provided then disposable aprons and gloves should also be used... a face visor may be the</li> </ul> | <input type="checkbox"/>  | <ul style="list-style-type: none"> <li>• PPE is available for all to use if requested.</li> <li>• Instructional video emailed to staff.</li> <li>• All staff aware of RA and its content.</li> <li>• All staff to follow <b>all</b> advice within this document - control measures &amp; actions.</li> <li>• Where children arrive wearing a face mask/covering, the guidance outlined in the 'Full opening for schools' will be followed.</li> </ul> | Low                                       |

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| ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (Page 36 of 39)           |   |   |   | DATE OF ASSESSMENT                        |
|---|---|---|---|---|
| HAZARDS<br>(including inadequate / lack of arrangements)                                | EXISTING CONTROL MEASURES   | <input type="checkbox"/> if in place<br><input type="checkbox"/> if not | IF 'X' STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES   | RESIDUAL RISK RATING<br>High, Medium, Low |
|   | <p>better option.</p> <ul style="list-style-type: none"> <li>Education, childcare and children's social care settings and providers should use their local supply chains to obtain PPE. Where this is not possible, and there is unmet urgent need for PPE in order to operate safely, they may approach their nearest local resilience forum or contact Philip Dixon <a href="mailto:PPE.Supplies@southtyneside.gov.uk">PPE.Supplies@southtyneside.gov.uk</a> for any PPE – explain your reasoning from your RA.</li> <li>Guidance – Safe working in education, childcare and children's social care.</li> </ul>   |   |   |   |
| Risk of coronavirus infection spreading to children and staff due to poor communication | <p>Consider the following steps:</p> <ul style="list-style-type: none"> <li>tell children, young people, parents, carers or any visitors, such as suppliers, not to enter the education or childcare setting if they are displaying any symptoms of coronavirus (following the <a href="#">COVID-19: guidance for households with possible coronavirus infection</a>)</li> <li>tell parents that if their child needs to be accompanied to the education or childcare setting, only one parent should attend</li> <li>tell parents and young people their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use)</li> <li>make clear to parents that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely)</li> <li>also think about engaging parents and children in education resources such as <a href="#">e-bug</a> and <a href="#">PHE schools resources</a></li> <li>explain - changes to timetable, social distancing arrangements, staggered start times, expectations when in school and at home to pupils and staff</li> <li>ensure parents and young people are aware of recommendations on transport to and from education or</li> </ul> | <input type="checkbox"/>  | <ul style="list-style-type: none"> <li>Signage on gate - do not enter if you have any of these symptoms ...</li> <li>Letter to parents explaining measures and drop off procedures</li> <li>LA contract cleaning to continue</li> </ul> | Low                                       |

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| ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (Page 37 of 39)             |   |   |   | DATE OF ASSESSMENT                        |  |
|---|---|---|---|---|--|
| HAZARDS<br>(including inadequate / lack of arrangements)                                  | EXISTING CONTROL MEASURES   | <input type="checkbox"/> if in place<br><input type="checkbox"/> if not | IF 'X' STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES | RESIDUAL RISK RATING<br>High, Medium, Low |  |
|   | childcare setting (including avoiding peak times). Read the <a href="#">Coronavirus (COVID-19): safer travel guidance for passengers</a> <ul style="list-style-type: none"> <li>talk to staff about the plans (for example, safety measures, timetable changes and staggered arrival and departure times), including discussing whether training would be helpful</li> <li>communicate early with contractors and suppliers that will need to prepare to support your plans for opening for example, cleaning, catering, food supplies, hygiene suppliers</li> <li>discuss with cleaning contractors or staff the additional cleaning requirements and agree additional hours to allow for this</li> </ul>  |   |   |   |  |
| Are there any other foreseeable hazards associated with this activity?<br><b>YES / NO</b> | <u>List any additional control measures</u><br>Staff sickness procedure: <ul style="list-style-type: none"> <li>If any staff member is feeling unwell - they must inform HT and (even if they are not on rota to attend school building).</li> <li>If the illness relates to Covid 19, if they have been in school building during past 14 days, all people they have been in contact with must be informed and advised to get tested. These people will not be allowed into school unless they have produced a negative test result or have isolated for 14 days.</li> <li>Staff member must arrange a test and will only be allowed back to work on production of negative result or after 14 days isolation.</li> <li>If sickness is not Covid related, staff member to stay off work until they are well.</li> <li>All staff illnesses will be added to sickness log in usual manner.</li> </ul> Grounds: <ul style="list-style-type: none"> <li>Caretaker to ensure grounds are kept in a safe and secure manner.</li> </ul> |   |   |   |  |

|   |                                  |   |  |  |  |
|---|----------------------------------|---|--|--|--|
| <b>ACTIVITY:</b> Coronavirus (COVID-19) Spread and Government Advice ( <b>Page 38 of 39</b> )   |                                  |   |  | <b>DATE OF ASSESSMENT</b>                        |  |
| <b>HAZARDS</b><br>(including inadequate / lack of arrangements)   | <b>EXISTING CONTROL MEASURES</b> | <input type="checkbox"/> if in place<br><input type="checkbox"/> if not | <b>IF 'X' STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES</b> | <b>RESIDUAL RISK RATING</b><br>High, Medium, Low |  |
|   |                                  |   |  |  |  |
| <b>Reference Documents:</b><br>Further information can be found at:<br><br><a href="#">e-Bug</a><br><a href="#">COVID-19: cleaning of non-healthcare settings guidance</a><br><a href="#">symptoms of coronavirus</a><br><a href="#">staying at home guidance</a><br><a href="#">guidance-to-educational-settings-about-covid-19</a><br><a href="#">COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable</a><br><a href="#">staying-at-home-and-away-from-others</a><br><a href="#">Early Years Foundation Stage</a><br><a href="#">covid-19-guidance-for-the-public-on-mental-health-and-wellbeing</a><br><a href="#">Coronavirus (COVID-19): safer travel guidance for passengers</a><br><a href="#">social-distancing guidelines</a><br><a href="https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2/early-years-foundation-stage-coronavirus-disapplications">https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2/early-years-foundation-stage-coronavirus-disapplications</a><br><b>PPE</b><br><a href="#">COVID-19: guidance for households with possible coronavirus infection</a><br><a href="#">PHE schools resources</a><br><a href="#">Working safely during coronavirus</a> |                                  |   |  |  |  |
| <b>ASSESSED BY (Print name)</b><br>A J Burden   |                                  |   | <b>SIGNED</b>  | <b>DATE 13.11.20</b>                             |  |
| <b>LINE MANAGER</b>   |                                  |   | <b>SIGNED</b>  | <b>REVIEW DATE</b>                               |  |

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