

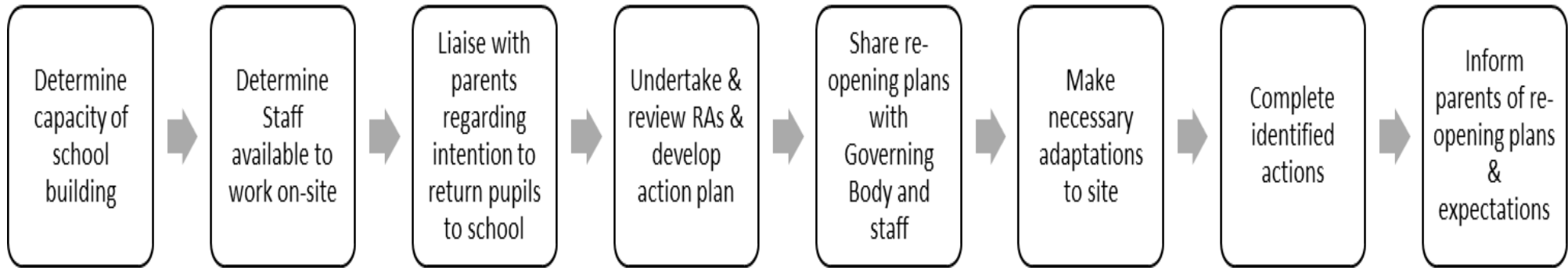
RISK ASSESSMENT TEMPLATE - CAH (Revision: 2)

ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (REVISION 2) – 19/05/2020 (Page 1 of 19)		DATE OF ASSESSMENT 20/08/2020
ESTABLISHMENT/SCHOOL Keelman's Way	SECTION/TEAM Education	
WHO MIGHT BE HARMED? Employees, pupils, trainees, students and visitors p.m.		HOW MANY AFFECTED? 150 pupils 75 staff visitors
<p>Steps of reopening</p> <p>Our aim is to fully open by 9th September in line with government advice. School has been open to groups of mixed age pupils no more than 6 pupils over four days since lockdown.</p> <p>This document has been produced using government guidance and support from H and S</p> <p>The aim is to minimise spread of coronavirus for pupils and adults</p> <p>This will not guarantee safety but mitigate risk</p> <p>It is the responsibility of staff to read, understand and implement these measures</p> <p>Social distancing is especially difficult for our pupils and it is the responsibility of staff to ensure all possible social distancing is followed to reduce risk to themselves and others</p> <p>Capacity is for all pupils. Bubbles will be in place until review at half term. Direct contact and social media will continue to up date parents</p>		

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DATE OF ASSESSMENT

HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES	✓ if in place □ if not	IF '□' STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES	RESIDUAL RISK RATING High, Medium, Low
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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:

- Health and Safety Policy
- First Aid Policy
- Child Protection Policy
- Pupils RA spreadsheet
- DFE Guidance relating to COVID19
- The Health and Safety at Work etc. Act 1974
- Management of Health and Safety in at Work Regulations 1999
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- First Aid Regulations 1981
- The Health Protection (Notification) Regulations 2010
- Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'

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Premises and equipment, water, etc. not maintained to statutory requirements:	Premises and utilities have been health and safety checked and building is compliant <ul style="list-style-type: none"> • Water treatments • Fire alarm testing • Repairs • PAT testing • Fridges and freezers • Boiler/ heating servicing • Internet services • Any other statutory inspections • Insurance covers reopening arrangements • Fire Risk Assessment and evacuation procedures reviewed and disseminated to all staff. <p>Science and chemical stores Check the chemical store: 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 https://science.cleapss.org.uk/helpline/</p>	yes	Site manager and caretaker ensure all regular checks are in place. Documents in site manager office Repairs and inspections from external agencies are up to date PAT testing completed August 2020 Fridge and microwave will be available but site manager/ caretaker must clean this at the end of each day. Internet service remain the Responsibility of ICT in schools our current provider Current RA are reviewed and published in google drive The behaviour policy has been updated and parents will be reminded of expectations by school facebook and website In emergencies social distancing may not always be possible but will be maintained at assembly point in the case of fire. A site manager / caretaker or SLT lead will be onsite throughout the day In the case of fire alarm, the class teacher would supervise pupils from their bubble to the immediate designated outside space and then to the assembly point SLt/Admin staff will have access to staff logged in and to pupils on site. Teacher will report to them and they will ring 999 in fire or any health emergency	Low
	A 'BUILDING RA COVID' assessment has been completed for the general running of the building.	yes	Pupils will arrive by the designed door specified to parents	Low

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	<p>NB: 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, but cross corridor doors and doors leading on to a fire escape or stairway must remain in the closed position at all times</p> <p>Internal doors may be propped open but only when the room is in use to limit touching handles</p> <p>Large quantities of high-alcohol-content hand sanitiser should be stored in a locked storage cupboard or metal cabinet and controlled like other combustibles.</p>		<p>The building will be accessed at pupil entrance for parent and taxi drop off .</p> <p>Office and class base doors wedged open during use but closed when empty.</p> <p>External classroom doors will remain open when weather allows</p> <p>All fire escape routes will be cleared and checked each day by <u>site staff</u></p> <p>Corridors marked with directional signs in place</p> <p>Access to outdoor areas direct from classrooms.</p> <p>Hall doors held open when in use.</p> <p>All fire routes checked daily.</p>	

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Risk of coronavirus infection spreading to children and staff due to inadequate infection control procedure	<p>Office staff/Head Teacher to regularly check the latest government advice for schools and to ensure the advice is shared and followed. See links for latest advice - Actions for education & childcare settings to prepare for wider opening from 1 June 2020.</p> <p>Teachers share key information about hygiene daily. All staff remind children throughout the day. Resources are 'Catch it, Bin it, Kill it' poster and handwashing video and e-Bug resources to teach pupils about hygiene – information posters are displayed around the school and every classroom.</p> <p>Pupils, students, staff and visitors should wash their hands:</p> <ul style="list-style-type: none"> before leaving home on arrival at school after using the toilet after breaks and any activity before food preparation before eating any food, including snacks before leaving school <u>Soap and water is more effective than using sanitisers</u> 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 college. Music room and toilet area allocated for this Specific areas and resources are handwashing facilities are available. Sinks are in all rooms and hand sanitiser in classrooms and other learning environments Surfaces that children and young people are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, will be cleaned more regularly than normal. 	yes	<p>Updates ongoing, checked by SLT and shared as required</p> <p>Use of building takes account of advice and allows pupils to have substantial social distancing as bubble groups</p> <p>Hygiene information display around school for adults and symbolled versions of this shared with pupils on entry and throughout the day</p> <p>Parents have been advised on facebook and by letter to encourage pupil awareness of hygiene</p> <p>Teachers planning lessons will include all aspect of personal hygiene. This will be ongoing and relevant to the specific groups they are working with</p> <p>Cleaning contractors attend each day and deep clean areas of use</p> <p>More able and older pupils will be provided with own stationery and packs for work they may complete and will be supervised when leaving the room to go to toilet.</p> <p>Staff will have washbags provided if they wish to change before they leave school</p> <p>Dissolvable hospital bags are provide if required</p> <p>Waste bins will be emptied throughout the day by site staff</p> <p>Music room is identified as the waiting space for children that are unwell and must be picked up and a full clean of any rooms where a child has been unwell will be undertaken</p> <p>People with symptoms of any infection should not attend school</p> <p>No large group activity will take place</p> <p>Assemblies will be departmental and delivered online to classes.</p> <p>Large celebrations and events will not take place.</p> <p>Cafe will reopen week 3 initially for staff and be bookable only when it reopens to parents</p>	Low

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	<ul style="list-style-type: none">• Control larger gatherings in spaces within school. Risk of infection due to large groups• Staff breaks will be on a rota and staff must remain in bubbles. Any changes must be requested of departmental lead or if unavailable Head or Deputy.• Staff can make contact by email/phone office for advice, e.g. first aider required, staff shortage, illness of pupils or staff.• Staff and pupil bubbles will be on display in departmental areas• toilets will need to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet - different groups being allocated their own toilet blocks could be considered but is not a requirement if the site does not allow for it.			

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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"> ● All adults and children: <ul style="list-style-type: none"> ○ frequently wash their hands with soap and water for 20 seconds and dry thoroughly. ○ clean their hands on arrival at the setting, before and after eating, and after sneezing or coughing ○ are encouraged not to touch their mouth, eyes and nose ○ use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it') ● Staff will help children and young people who have trouble cleaning their hands independently ● Consider how to encourage young children to learn and practise these habits through games, songs and repetition signs and symbols, social stories ● Ensure that bins for tissues are emptied throughout the day ● Where possible, all spaces should be well ventilated using natural ventilation (opening windows) or ventilation units. Changing areas are part of our air circulation system ● Capacity of cleaning staff is adequate to enable enhanced cleaning regime. ● Adequate cleaning supplies and facilities around the school are in place. ● Arrangements for longer-term continual supplies are in place. Site staff have access to these ● Sufficient time is available for the enhanced cleaning regime to take place. <p>There is a dedicated helpline number for education and children's social care related queries for anyone working in early years through to universities, plus parents - 0800 046 8687 – 8am to 6pm (Monday to Friday) or 10am to 4pm (Saturday to Sunday)</p>	yes	<p>Parents have been given symbolled inductions that will help pupils learn this routine in preparation for return to school. This will be referred to by staff throughout the school day</p> <p>Teachers or TAs will supervise hand washing. Toilet areas and classrooms will have access to soap and water and hand sanitiser.</p> <p>Social stories are in place around staying safe</p> <p>Changing areas/care rooms are well resourced and up to date signage around us of PPE in place. 25/5/20</p> <p>Cleaning staff and risk assessments for these are in place. Site staff are available throughout the week.</p> <p>Admin and site staff have access to supplies and ordering</p> <p>Staff are instructed to request anything they need promptly to allow time for this to be put in place</p>	Low

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Child/Adult is unwell and it is believed that they have been exposed to COVID-19.	If anyone develops coronavirus (COVID-19) symptoms of coronavirus in an education setting they must be sent home and advised to follow the staying at home guidance . 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. <ul style="list-style-type: none"> • If a child is awaiting collection, they should be moved, if possible, to music room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision • Ideally, a window should be opened for ventilation. If it is not possible to isolate them, due to illness or injury move them to an area which is at least 2 metres away from other people. • If they need to go to the bathroom while waiting to be collected, they should use disabled toilet if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else. • PPE should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). • In an emergency, call Admin team to call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care • If a member of staff has helped someone who was taken unwell with symptoms of coronavirus, they do not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the area with 	<input checked="" type="checkbox"/>	Parents are instructed that if children have any symptoms of any infection they must not attend and they must confirm that their child is well to staff by phone or in person each day. Music room has been identified as a waiting area should any child need to be picked up by parents during the school session Named first aider on site each session for each department. Only a trained first aider can administer help, an ambulance or parents should be rung otherwise. SLT on site must be informed immediately via office staff PPE procedures is shared and displayed for/with staff. This contains video and poster demonstration of correct use.Visors available on request. Staff and pupils may but are not obliged to wear face covering or mask. (See government guidance)They must follow the advice on how to put on and take off the mask. A poster showing this is on display in each room. Masks must be disposed of carefully according to instruction on poster or sealed in a bag to be washed. On request visors will be allocated to named staff and must be cleaned daily after use. Staff showing symptoms must leave for home	Low

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	<p>normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people. You can find guidance on cleaning in non-healthcare settings. guidance-to-educational-settings-about-covid-19</p> <ul style="list-style-type: none"> Staff and pupils can move another classroom while cleaning takes place if need be 		<p>Site staff will need to clean the room immediately after use.</p> <p>Anyone with symptoms must organise a test and observe Govt advice on isolation. They must advise the school of this and SLT will share this with others in close contact to do the same. Test evidence of the outcome must be given before return.</p> <p>Track and trace will be informed. School will follow STC recommendations and procedures.</p>	
<p>Risk of coronavirus infection spreading to shielded and clinically vulnerable adults</p>	<p>Clinically vulnerable individuals who are at higher risk of severe illness (for example, people with some pre-existing conditions as set out in the staying-at-home-and-away-from-others must produce medical advice to support this. All other staff and pupils are expected to attend school.</p> <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</p>	<input checked="" type="checkbox"/>	<p>HT will follow all advice given by Government and LA HR on who can return to work and who should remain at home.</p> <p>Staff rota in place – all staff aware of when and where they are expected to work in the school buildings.</p> <p>Unless advised by health or HR staff must attend school.</p> <p>Remote working will be completed where necessary.</p> <p>School bus will not be used without reference to risk assessment for this.</p>	<p>Medium</p>

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	<p>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 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>Staff who are clinically extremely vulnerable</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,</p>		<p>Where shielding is required, copy of government letter presented and staff members to keep HT up to date with developments. Normal absence reporting will be followed</p> <p>Pregnant staff over 28 weeks should not engage in intimate care. Any pregnancy must be disclosed to HT.</p> <p>Roles as stated in HR guidance</p> <p>where possible working on the school premises, SD of 1 metre must be adhered to. PPE and cleaning products are available to all.</p>	

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	<p>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>Staff who are clinically vulnerable 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 children/adolescents.</p> <p>People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace.</p> <p>Staff who are pregnant 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)</p>			

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	<p>https://www.southtyneside.gov.uk/article/36422/Health-and-Safety-Manual-2019 - see Section 3.10 and Appendix F.</p> <p>The Royal College of Obstetrics and Gynaecology (RCOG) has published occupational health advice for employers and pregnant women. 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>Staff who may otherwise be at increased risk from coronavirus (COVID-19)</p> <p>Some people with particular characteristics may be at comparatively increased risk from coronavirus (COVID-19), as set out in the COVID-19: review of disparities in risks and outcomes report, 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.</p> <p>People who live with those who have comparatively increased risk from coronavirus (COVID-19) can attend the workplace.</p>			
Risk of coronavirus infection spreading to shielded and clinically vulnerable persons via pupil or staff attending school	<p>If a child, young person or a member of staff lives with someone who is clinically vulnerable, including those who are pregnant, they can attend their education or childcare setting.</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</p>	<input checked="" 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>Any staff not attending school for agreed reasons should be working on activities that support learning and development for school. e.g sessions for social media, support to parents. contact to families further</p>	low

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	discuss their concerns and provide reassurance of the measures they are putting in place to reduce the risk in school.		training or any relevant activities expected of themselves, ICT. All Safeguarding concerns will continue to be reported under the school Safeguarding Policy.	
Risk of spread following further lockdown or track and trace issues			If required by government, school would close bubbles or whole school following advice from LA and HR services. Staff would be expected to logon daily for instruction and advice from departmental lead on how to support pupils as part of business continuity plan. e.g social media, work, parent support, direct pupil support. All staff will be allocated an ICT device incase of further lockdown. If lockdown occurs staff should seek support on how to access internet facilities.	

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<p>Risk of coronavirus infection spreading due to large class sizes and reduced space</p>	<p>Special school children cannot be expected to remain 2 metres apart from each other and staff. School works through the hierarchy of measures:</p> <ul style="list-style-type: none"> ● avoiding contact with anyone with symptoms ● frequent hand cleaning and good respiratory hygiene practices ● regular cleaning of settings ● minimising contact and mixing <p>It is still important to reduce contact between people as much as possible and we can achieve that and reduce transmission risk by ensuring children, young people and staff where possible, only mix in a small, consistent group and that small group stays away from other people and groups.</p> <p>PHE is clear that if early years settings, schools and colleges do this, and crucially if they are also applying regular hand cleaning, hygiene and cleaning measures and handling potential cases of the virus as per the advice, then the risk of transmission will be lowered.</p> <p>Where settings can keep children and young people in those small groups 1 metres away from each other, they should do so. There will be no need to pass in corridors due to design of school. markers will be in place on floor.</p>	<p><input checked="" type="checkbox"/></p>	<p>Bubbles will be fewer than 15 with a teacher and at least two teaching assistants to support hygiene and distancing. All bubbles having their own designated play space and hygiene facilities. Class bubbles will be specified. Two classrooms and play space will be allocated to each bubble. Break and lunchtime bubbles may be up to 30 pupils. If there are any shortages of teachers, then teaching assistants can be allocated to lead a group, working under the direction of a teacher or senior leader. Pupil work spaces will be spaced as far apart as possible and all classes will have access to outdoor spaces. Our pupils may require more reminders of all measures than mainstream pupils. All rooms in use will have posters and health information on display – specifically targeted at pupils i.e. subtitled social stories Each day will start with teacher asking pupils and parents about possible symptoms. Symptoms – new continuous cough, a high temp, loss of taste or smell All classes have hand sanitizer and wash facilities</p> <p>Activities planned for pupils will be kept to those with minimum contact. We will be following a 'recovery curriculum' (Barry Carpenter) Pupils made aware of personal space. Hygiene facilities for staff will be separate and specific to staff groups. Furnishing in rooms to be kept to a minimum.</p>	<p>Low</p>

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ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (Page 15 of 20)

DATE OF ASSESSMENT

HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES	<input checked="" type="checkbox"/> if in place <input type="checkbox"/> if not	IF 'X' STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES	RESIDUAL RISK RATING High, Medium, Low
			No table group work will be in place unless there can be adequate distance between staff and pupils. Only resources needed for the day to be kept in room and sharing should be kept to a minimum	
Risk of coronavirus infection spreading due to large class sizes and reduced space	<p>The use of small groups restricts the normal operation of schools and presents both educational and logistical challenges, 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>Schools should consider how to manage other visitors to the site, such as contractors, and ensure that the risks associated with managing contractors, visitors, catering staff and deliveries, as well as cleaning staff on site who may be working throughout the school and across different groups, are addressed. This will require close cooperation between both schools and the other relevant employers. Schools should have discussions with Key contractors about the schools control measures and ways of working as part of planning for the autumn term. Schools should ensure 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>As normal, schools should engage with their local immunisation providers to provide immunisation programmes on site, ensuring 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>	<input checked="" type="checkbox"/>	<p>Main Reception will be open to staff and booked visitors only.</p> <p>Only the pupil entrance will be open by buzzer access only Hand sanitiser on entry for all staff and pupils. No unauthorised visitor to be admitted.</p> <p>Staff arrival by 8.35 am.</p> <p>LA Transport 8.45-9.15</p> <p>Parent Drop offs 8.35-8.45 Social distance of 2 metres is in place for waiting parents</p>	Low
Risk of coronavirus infection spreading due to large class	Keep cohorts together where possible and ensure:	<input checked="" type="checkbox"/>	Pupils and staff will stay together for the full day. Staff rota and not changed without SLT advice	Low

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ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (Page 16 of 20)
DATE OF ASSESSMENT

HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES	<input checked="" type="checkbox"/> if in place <input type="checkbox"/> if not	IF 'X' STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES	RESIDUAL RISK RATING High, Medium, Low
sizes and reduced space	<ul style="list-style-type: none"> children and young people are in the same small groups at all times each day and different groups are not mixed during the day, or on subsequent days the same teacher(s) and other staff are assigned to each group and as far as possible, these stay the same during the day and on subsequent days. 		Each bubble will have its own identified outside space. Wherever possible children and young people use the same classroom or area of a setting throughout the day, with a thorough cleaning of the rooms at the end of the day. All resources need to be cleaned at the end of the day and equipment will be kept to a minimum	
Risk of coronavirus infection spreading due to large class sizes and reduced space	Reduce mixing within education or childcare setting by: <ul style="list-style-type: none"> accessing rooms directly from outside where possible school has wide corridors and staff can use surrounding central area allowing for easy movement pupils will have their breaks in separate playgrounds and as much activity as possible will be planned for outdoor learning staggering lunch breaks - groups will be kept apart as much as possible and tables should be cleaned between each group pupils will wash hands before and after lunch toilets are individual units that can be easily supervised toilets are marked with symbols and pupils have symbol support at home and school to assist their use of good hygiene routines 	<input checked="" type="checkbox"/>	Each bubble will have access to 2 rooms. Doors open to the outdoor space most of the time, weather permitting. Wash hands on arrival. Lunches taken in classroom bubble – delivered by kitchen staff/dishes removed by kitchen staff. Classroom staff to supervise toilet visits. Classroom staff to supervise hand washing.	Low
Risk of coronavirus infection spreading due to large class sizes and reduced space	Use outside space: <ul style="list-style-type: none"> for exercise and breaks for outdoor education, where possible, as this can limit transmission and more easily allow for distance between children and staff outdoor equipment should not be used unless the setting is able to ensure that it is appropriately cleaned between groups of children and young people using it and that multiple groups do 	<input checked="" type="checkbox"/>	Classroom bubble has their own box of sports/outdoor equipment to use. All equipment and box cleaned at the end of each day by pupils, supervised by classroom staff. During poor weather the sports hall may be used but only by one bubble group.	Low

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ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (Page 17 of 20)

DATE OF ASSESSMENT

HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES	<input checked="" type="checkbox"/> if in place <input type="checkbox"/> if not	IF 'X' STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES	RESIDUAL RISK RATING High, Medium, Low
	not use it simultaneously. Read COVID-19: cleaning of non-healthcare settings <ul style="list-style-type: none"> staggered use of staff rooms and offices to limit occupancy. 		Only the hall will be used other than the assigned classroom spaces and by only one bubble at a time to limit contact and this will be timetabled. The flat will be allocated for any staff that need time alone. They must inform office or SLT if they do this.	
	Reduce the use of shared resources: <ul style="list-style-type: none"> resources which are not easily washable or wipe-able have been removed soft furnishings will be kept to minimum, cleaned throughout the day as requires and deep cleaned at end of week if needed 	<input checked="" type="checkbox"/>	See above - re individual classroom resources. Admin staff to sign people in and out – no use of shared materials. All classroom bubbles have been developed to only have essential equipment in. All items not used removed. There will be no need to take or bring resources to school other than children’s health or care resources prevent the sharing of stationery and other equipment where possible. Teachers will confirm if anything else is required. Shared materials and surfaces should be cleaned and disinfected more frequently	Medium
Risk of coronavirus infection spreading due to large class sizes and reduced space	Consideration has been given to what activity is more difficult/ not possible to be undertaken with social distancing in place? There will be no access to soft play areas, pool or rebound space, without timetabled sessions and reference to updated risk assessment Outdoor playground equipment should be more frequently cleaned. Pupils must sanitise their hands before and after playing on outdoor equipment.		PPE available for all pupils and staff wishing to use it. PPE must be used by first aiders. Staff email - 23.5.20 – video attached showing how to use PPE, staff declaration forms re virus and public health notices. No access to soft play or rebound notices in place 25/5/20	

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ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (Page 18 of 20)

DATE OF ASSESSMENT

HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES	<input checked="" type="checkbox"/> if in place <input type="checkbox"/> if not	IF '☐' STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES	RESIDUAL RISK RATING High, Medium, Low
	<p>To help mitigate the spread on wood play equipment pupils must sanitise their hands before and after playing on outdoor equipment. 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 Coronavirus 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"> ● Read and follow the instructions ● Use the recommended amount of product ● Keep out of the reach of children ● Use only on appropriate surfaces ● Never Mix hypochlorite bleach with other cleaning products. 			
Poor Psychological / Staff / Pupil Wellbeing – due to personal, workload, returning to school issues, etc.	<ul style="list-style-type: none"> ● Resources to support wellbeing, mental health and resilience in place, including bereavement support can be accessed via council offer or through schools own advisory services. ● Staff have access to contact senior leaders at all times on and off site <p>covid-19-guidance-for-the-public-on-mental-health-and-wellbeing</p> <p>The flat is allocated for a quiet space for staff if required but SLT must be informed of its use.</p>		Initial support for mental health may be sought from SLT on duty or medical and inclusion lead. The curriculum will be based on ‘recovery curriculum’ guidance for pupils A quiet space is available for staff in the flat. Referral to Occupational Health or access to Schools Advisory Service is available to all. Access to SLT support is available at all times.	
Risk of coronavirus infection spreading due to use of transport	Adjust transport arrangements where necessary including: <ul style="list-style-type: none"> ● specific guidance has been given to parents and transport visiting the school for access to the building ● no parents or members of transport staff will enter the building 	<input checked="" type="checkbox"/>	Transport conducted by LA transport contractor. Contractor fully briefed on school requirements. Contact with BW for the pupils he supports SD measures to be followed in all cases.	Low

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ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (Page 19 of 20)

DATE OF ASSESSMENT

HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES	<input checked="" type="checkbox"/> if in place <input type="checkbox"/> if not	IF 'X' STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES	RESIDUAL RISK RATING High, Medium, Low
	<ul style="list-style-type: none"> social distancing spaces are marked outside school for any visitors to site parents and children and young people to walk to their education setting where possible or use the parking bays provided make sure schools, parents and young people follow the Coronavirus (COVID-19): safer travel guidance for passengers when planning their travel where local authority transport is used ensure that transport providers arrangements are aware of changes to start and finish times LA transport will operate under providers requirements and any concerns from staff reported accordingly School transport will be RA for individual plan before any use is made of this. <p>Please ensure that you contact your Road Safety Advisor regarding any changes to start and finishing times to ensure that appropriate safety measures are updates, e.g. School Crossing Patrols, safer parking etc.</p> <p>The Department for Education will be supporting schools across the summer on how best to communicate with parents and pupils (and staff) on what to expect on their return and the procedures and expectations in relation to the control measures schools have put in place.</p> <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"> by dedicated school transport, we mean services that are used only to carry pupils to school. This includes statutory 		<p>Masks must be worn by adults doing door duty</p> <p>Sanitiser (with consent) to be given to pupils before entering transport.</p> <p>Escort to open doors for pupils.</p> <p>LA transport to follow STC RA for transport, including allocation of seats and seat belt use.</p> <p>Transport to arrive 8.40am no later than 9.15am.</p> <p>SLT to inspect transport measures on a regular basis.</p> <p>Staff must report any concerns around transport to SLT on duty.</p> <p>Only one parent should accompany a child to the door. They must observe the social distancing markers and hand over to staff. They have been given written guidance and this is displayed on school windows where they wait. They should arrive before 8.45 am.</p> <p>There will be no offsite activities</p>	

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	<p>home to school transport, but may also include some existing or new commercial travel routes, where they carry school pupils only</p> <ul style="list-style-type: none"> by public transport services, we mean routes which are also used by the general public <p>Dedicated school transport, including statutory provision 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. 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"> how pupils are grouped together on transport, where possible this should reflect the bubbles that are adopted within school use of hand sanitiser upon boarding and/or disembarking additional cleaning of vehicles organised queuing and boarding where possible distancing within vehicles wherever possible 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 <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</p>			

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	<p>approach taken will need to reflect the range of measures that are reasonable in the different circumstances.</p> <p>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 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 Transport-to-school-and-other-places-of-education-autumn-term-2020</p> <p>Wider public transport 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 safer travel guidance for passengers and Transport-to-school-and-other-places-of-education-autumn-term-2020</p> <p>AWAITING LOCAL INFORMATION REGARDING TRANSPORT PLAN</p>			

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ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (Page 22 of 20)

DATE OF ASSESSMENT

HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES	<input checked="" type="checkbox"/> if in place <input type="checkbox"/> if not	IF 'X' STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES	RESIDUAL RISK RATING High, Medium, Low
Risk of coronavirus infection spreading to children and staff at school Including health professionals	To help ensure that the risk of virus spread for both staff and children is as low as possible you should: <ul style="list-style-type: none"> • Ensure no visitors will be allowed entry into the building unless directed by the Head teacher or Senior Leader and agreed appointment. • 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) • written guidance has been given to parents, transport and visitors around access • consider how children arrive at the education or childcare setting and reduce any unnecessary travel on coaches, buses or public transport • ensure class sizes reflect the numbers of teaching staff available and are kept as small as possible • stagger lunch times, break times and the movement of pupils around the school to reduce large groups of children gathering • discourage parents from gathering at school gates • try to follow the social-distancing guidelines Social distancing within education and childcare settings with very young children is 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.	<input checked="" type="checkbox"/>	No staff or parent meetings will be held in school. If site meeting are required this will be done in line with SD, by arrangement only and supervised by a member of the site team of SLT Interactions between staff, pupils, contractors and visitors to be kept to absolute minimum and work completed remotely where possible. Signage on the gate to ask anyone with symptoms not to enter the premises. No visitor or contractor will be allowed on premises unless they have an appointment in the calendar. Only SLT or Admin staff to book in visits or contractors. Parents will not be allowed on school site other than to bring a child. All necessary meetings will take place via video call. Parents dropping off and collecting pupils – to arrive no earlier than 8.35-8.45am and wait at SD white lines at the appropriate entrance. Health professionals must prebook visiting no no more than two bubbles and sanitising between rooms. Professionals working in the immediately face to face should wear masks and or visors and other appropriate PPE Consult RA. From other services if required	Low

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ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (Page 23 of 20)

DATE OF ASSESSMENT

HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES	<input checked="" type="checkbox"/> if in place <input type="checkbox"/> if not	IF 'X' STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES	RESIDUAL RISK RATING High, Medium, Low
Lack of first aid provision due to staff shortages	First aid provision is in place and will be reviewed regularly by school's medical lead. Appropriately qualified First aider will be onsite. Pupils with emergency care needs will have their own medication and care plan in place Emergency procedures for calling ambulance are displayed in classrooms https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2/early-years-foundation-stage-coronavirus-disapplications	<input checked="" type="checkbox"/>	Pupils that are unwell will wait in the music Room to be collected by parent/carer. Room will be marked out of use until deep cleaned after departure. Only First Aiders will treat pupils if this not possible ambulance or parent/carer will be called. If pupils wish to return after illness this must be agreed by HT or DHT.	Low
Risk of coronavirus infection spreading to children and staff due to lack of PPE	Additional RA for personal hygiene is in place. The majority of staff in education settings will not require PPE beyond what they would normally need for their work , 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: <ul style="list-style-type: none"> • 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 • 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. • If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting and 	<input checked="" type="checkbox"/>	PPE is available for all to use if requested. All staff aware of RA and its content. All staff to follow ALL advice within this document – control measures and actions. Hygiene procedures with video and poster links have been shared with staff. Posters displayed in all changing areas. Supplies of PPE ongoing and monitored by site staff Staff are not required to wear visors but may do on request. Individual risk assessments around pupils with advice from STC where necessary	LOW

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ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (Page 24 of 20)

DATE OF ASSESSMENT

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	<p>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 better option.</p> <ul style="list-style-type: none"> Supplies of PPE are in place. If this becomes impossible, and there is an urgent need for PPE in order to operate safely, they may approach their nearest local resilience forum or contact Philip Dixon PPE.Supplies@southtyneside.gov.uk for any PPE – explain your reasoning from your RA. 			
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"> 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 COVID-19: guidance for households with possible coronavirus infection) tell parents that if their child needs to be accompanied to the education or childcare setting, only one parent should attend 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) 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) also think about engaging parents and children in education resources such as e-bug and PHE schools resources 	<input checked="" type="checkbox"/>	<p>Signage on gate – do not enter if you have any of these symptoms....</p> <p>Letter to parents explaining measures and drop off procedures is in place</p> <p>Teachers asking all pupils and parents on arrival at school – have you displayed any of these symptoms since you left school last time?</p> <p>Video on social media explaining procedures and measures to parents and pupils – advice to be included re not attending if anyone in the household has symptoms.</p> <p>Pupils with symptoms of any illness must not attend school.</p>	low

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ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (Page 25 of 20)

DATE OF ASSESSMENT

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	<ul style="list-style-type: none"> explain - changes to timetable, social distancing arrangements, staggered start times, expectations when in school and at home to pupils and staff ensure parents and young people are aware of recommendations on transport to and from education or childcare setting (including avoiding peak times). Read the Coronavirus (COVID-19): safer travel guidance for passengers 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 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 discuss with cleaning contractors or staff the additional cleaning requirements and agree additional hours to allow for this 		Parents told not to meet socially on site Publication of current plan and updates will be sent parent mail and social media	
risk of spread	use of lift entry to school - <ul style="list-style-type: none"> 1 member of staff each bubble to wait in central area 2 members of staff at the door Class based in rota?? audrey SLT?? Leaving school <ul style="list-style-type: none"> Class stay in bubbles until called 		Use of lift see detailed RA for individuals Door - Chris W / Admin / SLT Tables will be allocated for any that need to wait matched to bubbles. Detailed RA supports routines for leaving school are available separately.	

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ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (Page 26 of 20)

DATE OF ASSESSMENT

HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES	<input checked="" type="checkbox"/> if in place <input type="checkbox"/> if not	IF 'X' STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES	RESIDUAL RISK RATING High, Medium, Low
<p>Spread of virus during Science, D7T and Food Tech lessons</p>	<p>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)</p> <p>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).</p> <p>Primary schools should refer to the primary website for their guidance.</p> <p>DT Staff should refer to our DT website for their guidance.</p> <p>Science Staff should refer to the Science website for their guidance.</p> <p>CLEAPSS during COVID-19</p> <p>The CLEAPSS office is open Tuesday to Thursday, and helplines are dealt with Monday to Friday 8.30am to 5.30pm.</p> <p>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.</p> <p>If you have an EMERGENCY i.e. pupil with chemical in their eye, a chemical spill, or radioactive issue. Then please call 07565 114 059 (available 8.30am-5.30pm weekdays)</p>			

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ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (Page 27 of 20)

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	<p>If you have a COVID-19, technical or subject based question. Then please email it to science@cleapss.org.uk.</p> <p>Please do NOT call the above mobile numbers with routine questions.</p>			
Are there any other foreseeable hazards associated with this activity?	<p><u>List any additional control measures</u></p> <p>Physical intervention with pupils e.g. those needing support through Team Teach strategies</p>		Physically challenging pupils will be admitted to school following detailed behavioural risk assessment.	Low

Reference Documents:

Further information can be found at:

[Actions for education & childcare settings to prepare for wider opening from 1 June 2020](#)

[e-Bug](#)

[COVID-19: cleaning of non-healthcare settings guidance](#)

[symptoms of coronavirus](#)

[staying at home guidance](#)

[guidance-to-educational-settings-about-covid-19](#)

[COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable](#)

[staying-at-home-and-away-from-others](#)

[Early Years Foundation Stage](#)

[covid-19-guidance-for-the-public-on-mental-health-and-wellbeing](#)

[Coronavirus \(COVID-19\): safer travel guidance for passengers](#)

[social-distancing guidelines](#)

<https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2/early-years-foundation-stage-coronavirus-disapplications>

PPE

[COVID-19: guidance for households with possible coronavirus infection](#)

[PHE schools resources](#)

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ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (Page 28 of 20)

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ASSESSED BY (Print name) Paula Selby			SIGNED	DATE 21/5/20
LINE MANAGER Chair of governors			SIGNED	REVIEW DATE

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