

RISK ASSESSMENT TEMPLATE - CAH (Revision: 2)



South Tyneside Council

ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (REVISION 2) – 2/6/2020 (Page 1 of 17)		DATE OF ASSESSMENT 2/6/2020
ESTABLISHMENT/SCHOOL STANHOPE PRIMARY SCHOOL		SECTION/TEAM Children, Adults and Health
WHO MIGHT BE HARMED? Employees, pupils, trainees, students and visitors		HOW MANY ARE AFFECTED? Approx 90 children 35 staff
<p>Steps of reopening</p> <pre> graph LR A[Determine capacity of school building] --> B[Determine Staff available to work on-site] B --> C[Liaise with parents regarding intention to return pupils to school] C --> D[Undertake & review RAs & develop action plan] D --> E[Share re-opening plans with Governing Body and staff] E --> F[Make necessary adaptations to site] F --> G[Complete identified actions] G --> H[Inform parents of re-opening plans & expectations] </pre>		

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
- CYP Response Plan
- DFE Guidance relating to COVID19
- The Health and Safety at Work etc. Act 1974
- Management of Health and Safety 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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ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (Page 2 of 17)				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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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"> • 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>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>Site supervisor has continued with daily and weekly checks around school in line with his role and job description.</p> <p>All external inspections have taken place as arranged</p> <p>All repairs have been undertaken vis STC and Asset Management Dept</p> <p>All PAT testing has been completed</p> <p>Insurance arranged via STC</p> <p>Fridges and microwave ovens currently available to staff to be thoroughly cleaned at the end of the day by cleaning staff.</p> <p>Staff to use only their own cups and utensils and are responsible for washing their own and removing them from the staffroom. Poster with this advice will be displayed</p> <p>There may be incidents in school where social distancing is not safe to do so (eg in case of fire) Where possible guidelines will be maintained if safe to do at assembly points – staff to use common sense in such situations</p>	Low for all
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ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (Page 3 of 17)				DATE OF ASSESSMENT	
HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES	✓ if in place ✗ if not	IF 'X' STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES	RESIDUAL RISK RATING High, Medium, Low	

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	<p>A 'BUILDING RA COVID' assessment has been completed for the general running of the building.</p> <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>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 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>Yes</p> <p>Yes</p>	<p>Wedges in place for those areas being used with pupils. This to include hall door but not external door to carpark due to Health and Safety and safeguarding</p> <p>Ensure all rooms not used must have their doors closed Site manager and members of SLT to check</p>	<p>Low</p> <p>Low</p>
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<p>Risk of coronavirus infection spreading to children and staff due to inadequate infection control procedure</p>	<p>Lead/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. 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 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 sporting activities • before food preparation • before eating any food, including snacks • before leaving school • Soap and water is more effective than using sanitisers • 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 • follow the COVID-19: cleaning of non-healthcare settings guidance • ensure that sufficient handwashing facilities are available. Where a sink is not nearby, provide hand sanitiser in classrooms and other learning environments • 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 	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>SLT will read the latest info and where necessary inform wider school population</p> <p>Posters and information around school</p> <p>Children to wash hands when first entering the building and regular washing throughout the day.</p> <p>In addition to this hand sanitisers are available will be positioned throughout the school.</p> <p>If a child becomes unwell, they are to isolate immediately, this will be the PPA room – parents contacted to collect child asap. The other children's parents/carers in the bubble group, will be informed a child had displayed symptoms</p> <p>Sinks are in every classroom</p> <p>Wipes will be provided in every space so staff wipe down surfaces on a regular basis</p> <p>Cleaners to be on a different rota</p> <p>9-12pm. 12pm – 3pm, 3pm – 6pm</p>	<p>Low-medium risk for all</p> <p>Low-medium risk for all</p>
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ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (Page 5 of 17)

DATE OF ASSESSMENT

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<p>Risk of coronavirus infection spreading to children and staff due to inadequate infection control procedure</p>	<ul style="list-style-type: none"> • ensure that 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') • ensure that help is available for 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 • 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 • prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation • there is no need for anything other than normal personal hygiene and washing of clothes following a day in an educational or childcare setting. • 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. • 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>	<p>✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓</p>	<p>Staff to support where needed</p> <p>Site Manager to open windows every morning – to allow for air circulation in building</p> <p>Parents to be advised to wash children's clothes after children have been in school for a day – this will be advised to parents in letter from the school</p> <p>Cleaners to be on a different rota</p> <p>9-12pm. 12pm – 3pm, 3pm – 6pm Cleaners to pay extra attention to telephones, copier machines, door handles, tables surfaces. Cleaner to clean regularly toilets</p>	<p>Low to medium risk for all</p>

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<p>Child/Adult is unwell and it is believed that they have been exposed to COVID-19.</p>	<p>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.</p> <ul style="list-style-type: none"> • 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 of the child and 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. • If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom 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 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 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 nonhealthcare settings. <p>guidance-to-educational-settings-about-covid-19</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>Symptom advice shared on website and social media This shouldn't be a problem but it may leave a group with less staff as there are minimal amounts of staff in school</p> <p>There is a first aider on site every day Classroom staff to take sick child to designated area (PPA Room) Member of staff in office to contact child's parents – first aider to wear PPE Once child is collected the area where sick child has been has to be thoroughly cleaned When a child, young person or staff member develops symptoms compatible with coronavirus, they should be sent home and advised to self-isolate for 7 days. Their fellow household members should self-isolate for 14 days. All staff and students who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus, and are encouraged to get tested in this scenario. Where the child, young person or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation. Where the child, young person or staff member tests positive, the rest of their class or group within their childcare or education setting should be sent home and advised to self-isolate for 14 days. The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms.</p> <p>This could be an issue as there are minimal staff in school.</p> <p>The LA have given low amounts – the school have ordered extra – delivered to school</p> <p>Wash bags are available for all staff who wish to change their clothes before going home</p>	<p>Low to medium risk for all</p>
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Risk of coronavirus infection spreading to shielded and clinically vulnerable adults	<p>Clinically extremely vulnerable individuals are advised not to work outside the home. We are strongly advising people, including education staff, who are clinically extremely vulnerable (those with serious underlying health conditions which put them at very high risk of severe illness from coronavirus and have been advised by their clinician or through a letter) to rigorously follow shielding measures in order to keep themselves safe. Read COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable</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 have been advised to take extra care in observing social distancing and should work from home where possible.</p> <p>Education and childcare settings should endeavour to support this, for example by asking staff to support remote education, carry out lesson planning or other roles which can be done from home. If clinically vulnerable (but not clinically extremely vulnerable) individuals cannot work from home, they should be offered the safest available on-site roles, staying 2 metres away from others wherever possible, although the individual may choose to take on a role that does not allow for this distance if they prefer to do so. If they have to spend time within 2 metres of other people, settings must carefully assess and discuss with them whether this involves an acceptable level of risk.</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>HT will follow advice given by Government and LA HR on who can return to work and who should remain at home</p> <p>3 members of staff will be shielding at home</p> <p>Staff rota is in place, all staff aware of when they are expected to work in the school building.</p> <p>Teachers who are not in school – only their designated work days should and will continue working from home</p> <p>If a member of staff wants to attend school on a day they are not designated they are to contact the SLT member of staff for that day</p>	Low to medium risk for all

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<p>Risk of coronavirus infection spreading to shielded and clinically vulnerable persons via pupil or staff attending school</p>	<p>If a child, young person or a member of staff lives with someone who is clinically vulnerable (but not clinically extremely vulnerable), including those who are pregnant, they can attend their education or childcare setting.</p> <p>If a child, young person or staff member lives in a household with someone who is extremely clinically vulnerable, as set out in the COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable guidance, it is advised they only attend an education or childcare setting if stringent social distancing can be adhered to and, in the case of children, they are able to understand and follow those instructions. This may not be possible for very young children and older children without the capacity to adhere to the instructions on social distancing. If stringent social distancing cannot be adhered to, we do not expect those individuals to attend. They should be supported to learn or work at home.</p>	<p>✓</p> <p>✓</p> <p>✓</p>		<p>Low to medium risk for all</p>
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<p>Risk of coronavirus infection spreading due to large class sizes and reduced space</p> <p>The risk assessment template therefore be adapted for</p>	<p>Early years and primary age children cannot be expected to remain 2 metres apart from each other and staff. Schools should therefore work 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. Where settings can keep children and young people in those small groups 2 metres away from each other, they should do so. While in general groups should be kept apart, brief, transitory contact, such as passing in a corridor, is low risk.</p> <p>For pre-school children in early years settings, the staff to child ratios within Early Years Foundation Stage (EYFS) continue to apply as set out here, and we recommend using these to group children.</p> <p>Primary schools:</p> <ul style="list-style-type: none"> • Classes should normally be split in half, with no more than 15 pupils per small group and one teacher (and, if needed, a teaching assistant). • If there are any shortages of teachers, then teaching assistants can be allocated to lead a group, working under the direction of a teacher. • Vulnerable children and children of critical workers in other year groups should also be split into small groups of no more than 15. <ul style="list-style-type: none"> □ Desks should be spaced as far apart as possible. <p>Templates are intended as a starting point to consider the steps you may need to take to control your own specific circumstances. The manager/Head must develop them taking into account</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>the risk s. It is not individual req</p> <p>✓</p>	<p>Nursery pupils cannot currently be accommodated</p> <p>School will be open for pupils in Year Reception, Year 1 and Year 6 at identified days and times.</p> <p>Staff at the start of each day will ask how the pupils are feeling, eg they haven't got a new cough, high temperature or they have a loss of taste and/or smell</p> <p>School will order 3 infra-red thermometers</p> <p>Our groups in school will be between 5-7 pupils depending on staff availability</p> <p>Currently only 3/day and every Wednesday a extra 4</p> <p>unlikely that they will be appropriate for each individual school</p> <p>requirements and using any specific manufactures guidelines/instr</p>	<p>Low to medium risk for all and they should ructions.</p>
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<p>Risk of coronavirus infection spreading due to large class sizes and reduced space</p> <p>The risk assessment template therefore be adapted for</p>	<p>Secondary schools and colleges, the same principle of halving classes will normally apply:</p> <ul style="list-style-type: none"> It is also sensible to rearrange classrooms and workshops with sitting positions 2 metres apart. Where very small classes might result from halving, it would be acceptable to have more than half in a class, provided the space has been rearranged. Again, support staff may be drawn on in the event there are teacher shortages, working under the direction of other teachers in the setting. Ensure safe entrance and exit routes with appropriate signage in place. <p>Each setting's circumstances will be slightly different. Any setting that cannot achieve these small groups at any point should discuss options with their local authority or trust. This might be because there are not enough classrooms or spaces available in the setting or because they do not have enough available teachers or staff to supervise the groups. Solutions might involve children attending a nearby school. If necessary, settings have the flexibility to focus first on continuing to provide places for priority groups and then, to support children's early learning, settings should prioritise groups of children as follows:</p> <ul style="list-style-type: none"> early years settings - 3 and 4 year olds followed by younger age groups infant schools - nursery (where applicable) and reception primary schools - nursery (where applicable), reception and year 1 <p>plates are intended as a starting point to consider the steps you may need to take to control our own specific circumstances. The manager/Head must develop them taking into account</p>	<p>✓</p> <p>NA</p> <p>I the risks. It is not individual req</p>	<p>The EYFS – will not use sand or water. There will be no soft furnishings. Children will be outdoors as much as possible. Role play area and construction area - closed off. On arrival children will be directed to washroom area and asked to wash hands. 1 member of staff at a time in the unit staff kitchen. Lockers used as usual for staff personal items.</p> <p>Stanhope Primary will not take Nursery students yet as we do not feel social distancing can take place safely</p> <p>All children given individual named plastic wallets with necessary resources in them. A child's inhaler is to be in their designated unlikely that they will be appropriate for each individual school requirements and using any specific manufacturers pack guidelines/instructions</p>	<p>Low to medium risk for all and they should ructions.</p>
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Risk of coronavirus infection spreading due to large class sizes and reduced space	Keep cohorts together where possible and ensure: <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, (secondary and college settings there will be some subject specialist rotation of staff) 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. In schools and colleges, you may want to consider seating students at the same desk each day if they attend on consecutive days 	✓ ✓ ✓ ✓	<p>Yes and parents of Key Worker children have been informed that if their year group are in they won't be able to mix with them</p> <p>Yes, staff are assigned to particular children but if members of staff are poorly, this may not be practical.</p> <p>Staff have access to wipes/spray and will wipes down surfaces, eg desk and tables regularly</p>	Low to medium risk for all

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<p>Risk of coronavirus infection spreading due to large class sizes and reduced space</p>	<p>Reduce mixing within education or childcare setting by:</p> <ul style="list-style-type: none"> • accessing rooms directly from outside where possible • considering one-way circulation, or place a divider down the middle of the corridor to keep groups apart as they move through the setting where spaces are accessed by corridors • staggering breaks to ensure that any corridors or circulation routes used have a limited number of pupils using them • staggering lunch breaks - children and young people should clean their hands beforehand and enter in the groups they are already in, groups should be kept apart as much as possible and tables should be cleaned between each group. If such measures are not possible, children should be brought their lunch in their classrooms • ensuring that toilets do not become crowded by limiting the number of children or young people who use the toilet facilities at one time • noting that some children and young people will need additional support to follow these measures (for example, routes round school marked in braille or with other meaningful symbols) 	<p>✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓</p>	<p>All classrooms open on to an outdoor space</p> <p>Tape used to divide corridors</p> <p>Breaks will be staggered</p>	<p>Low to medium risk for all</p>
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ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (Page 12 of 17)				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
Risk of coronavirus infection spreading due to large class sizes and reduced space	<p>Use outside space:</p> <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 • although 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 not use it simultaneously. Read COVID-19: cleaning of non-healthcare settings <p>For shared rooms:</p> <ul style="list-style-type: none"> • use halls, dining areas and internal and external sports facilities for lunch and exercise at half capacity. If class groups take staggered breaks between lessons, these areas can be shared as long as different groups do not mix (and especially do not play sports or games together) and adequate cleaning between groups between groups is in place, following the COVID-19: cleaning of non-healthcare settings guidance • stagger the use of staff rooms and offices to limit occupancy. 	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>Available weather permitting</p> <p>Wipes available for all resources</p>	Low to medium risk for all

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.

<p>Reduce the use of shared resources:</p> <ul style="list-style-type: none"> • by limiting the amount of shared resources that are taken home and limit exchange of take-home resources between children, young people and staff • by seeking to prevent the sharing of stationery and other equipment where possible. Shared materials and surfaces should be cleaned and disinfected more frequently • resources which are not easily washable or wipe-able have been removed • although practical lessons can go ahead if equipment can be cleaned thoroughly and the classroom or other learning environment is occupied by the same children or young people in one day, or properly cleaned between cohorts 	<p>✓ ✓ ✓ ✓</p>	<p>No resources to be sent home</p> <p>Children will be given their own resources in a plastic pocket with their names on. Soft furnishings, soft toys and toys with intricate parts will be removed</p> <p>Wipes available in all areas</p>	<p>Low to medium risk for all</p>
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ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (Page 13 of 17)				DATE OF ASSESSMENT
HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES	✓ if in place ✗ 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>Risk of coronavirus infection spreading due to large class sizes and reduced space</p>	<p>Consideration has been given to what activity is more difficult/ not possible to be undertaken with social distancing in place?</p> <p>Each activity should be risk assessed and should not be run unless the risks can be mitigated</p> <ul style="list-style-type: none"> • PE • Practical science lessons • DT/ FT 	<p>✓</p>	<p>No contact activities in sports No activities planned that would require work in pairs</p>	<p>Low risk</p>
<p>Poor Psychological / Staff / Pupil Wellbeing – due to personal, workload, returning to school issues, etc.</p>	<ul style="list-style-type: none"> • Approach to support wellbeing, mental health and resilience in place, including bereavement support • How staff are supported to follow this within their own situations and that of pupils and colleagues is clear. <p>covid-19-guidance-for-the-public-on-mental-health-and-wellbeing</p>	<p>✓ ✓</p>	<p>M Coils available</p> <p>L Martin and M Coils to support all staff where possible</p>	<p>Low risk</p>

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ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (Page 14 of 17)				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
Risk of coronavirus infection spreading due to use of transport	<p>Adjust transport arrangements where necessary including:</p> <ul style="list-style-type: none"> encourage parents and children and young people to walk or cycle to their education setting where possible make sure schools, parents and young people follow the Coronavirus (COVID-19): safer travel guidance for passengers when planning their travel ensure that transport arrangements cater for any changes to start and finish times make sure transport providers do not work if they or a member of their household are displaying any symptoms of coronavirus make sure transport providers, as far as possible, follow hygiene rules and try to keep distance from their passengers take appropriate actions to reduce risk if hygiene rules and social distancing is not possible, for example when transporting children and young people with complex needs who need support to access the vehicle or fasten seatbelts <p>LAs or transport providers could consider the following:</p> <ul style="list-style-type: none"> guidance or training for school transport colleagues substituting smaller vehicles with larger ones, or running 2 vehicles rather than one, where possible, to reduce the number of passengers per vehicle and increase the amount of space between passengers cordoning off seats and eliminating face-to-face seating, where vehicle capacity allows, to help passengers spread out communicating revised travel plans clearly to contractors, local authorities and parents where appropriate (for instance, to agree pick-up and drop-off times) 	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>NA</p>	<p>Parents will be advised to walk to school. Year 6 where possible will be encouraged to walk. Request parents do not use the car park but gates will remain open. Site Manager to use tape to emphasis the fact that the car park is a one way system</p> <p>Specific year groups given staggered arrival and dismissal times 1 parent only requested drop/collect child from school</p>	Low to medium risk for all

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ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (Page 15 of 17)				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
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"> • 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) • 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 <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>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>Updated visitor policy – no visitors on site. Parents to contact school by email or phone call. However there will be exceptions for LA completing necessary jobs, is electrical work, maintenance, grounds maintenance, police or social workers</p> <p>Signage round premises and gates - no visitors allowed on the site, by appointment only</p> <p>Staggered time slots</p> <p>Groups of 5-7 as long as staffing permits</p>	Low to medium risk for all

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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. 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. https://www.gov.uk/government/publications/early-years-foundationstage-framework--2/early-years-foundation-stage-coronavirusdisapplications	✓	Completed – every day a first aider will be on site and available A list needs to be compiled of those children in who will require medication	Low to medium risk for all
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ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (Page 16 of 17)				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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<p>Risk of coronavirus infection spreading to children and staff due to lack of PPE</p>	<p>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:</p> <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 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. • 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 PPE.Supplies@southtyneside.gov.uk for any PPE – explain your reasoning from your RA. 	<p>NA</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>A fluid resistant surgical mask needs sourcing and to be ordered</p> <p>The school has had to order more due to very limited supplies from the LA</p> <p>Aprons and gloves have been delivered but more gloves need ordering</p>	<p>Low to medium risk for all</p>
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ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (Page 17 of 17)

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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<p>Risk of coronavirus infection spreading to children and staff due to poor communication</p> <p>The risk assessment template therefore be adapted for your school</p>	<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 prearranged appointment, which should be conducted safely) • also think about engaging parents and children in education resources such as e-bug and PHE schools resources • 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 <p>These templates are intended as a starting point to consider the steps you may need to take to adapt to our own specific circumstances. The manager/Head must develop them taking into account</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>the risks. It is not individual ✓ req</p> <p>✓</p>	<p>Only one parent to attend setting when dropping off or collecting – parents will be requested to do this</p> <p>Site manager to put tape on pavements 2m apart but there will also be notices on railings to encourage parents not to gather</p> <p>Cook in charge to discuss with Catering Department regarding food deliveries – if possible arrange delivery time</p> <p>Discuss further with Site Manager – cleaners will be on site throughout the day – rota organised</p> <p>It is unlikely that they will be appropriate for each individual school requirements and using any specific manufacturer's guidelines/instructions</p>	<p>Low to medium risk for all and they should reduce.</p>
<p>ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (Page 18 of 17)</p>				<p>DATE OF ASSESSMENT</p>

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
Are there any other foreseeable hazards associated with this activity? YES / NO	<u>List any additional control measures</u>			
<p>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</p>				
ASSESSED BY (Print name) MRS LESLEY ANNE MARTIN and CLLR ANNE HETHERINGTON AND THE BOARD OF GOVERNORS			SIGNED L A MARTIN CLLR A HETHERINGTON	DATE 4/6/2020
LINE MANAGER MRS LESLEY ANNE MARTIN			SIGNED L A MARTIN CLLR A HETHERINGTON	REVIEW DATE On-going September 2020

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