

COVID-19 Risk assessment – Lord Lawson of Beamish Academy

Service and location Education	Work activity: Academy operations	Date of assessment 13/8/2020	Review Date
Name of Assessor and position Linda Alder	Approved by (Service Manager) Andrew Fowler Principal	Consultation Gateshead Health & Safety, HR Gateshead, Unions	Reference Number

This risk assessment must be regularly reviewed and updated as necessary in line with government guidance. The reviewed risk assessment must be shared with all staff, including any relevant updated guidance to support the risk assessment.

The risk assessment is specific to control measures in place relating to COVID-19 and must be used in conjunction with other relevant risk assessments. For the purposes of this risk assessment children and young people are referred to as pupils.

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What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is needed?	Action by whom	Action by when	Done
1. Employees and pupils who are in vulnerable groups/living with household members in vulnerable groups.	Employees, pupils, household members Exposure to coronavirus (SARS-CoV-2), Transmission of COVID-19, increased risk of serious illness, death.	<ul style="list-style-type: none"> In addition to control measures below: as with all employees and pupils these employees work from home, and employees/pupils only return to the academy if control measures in the academy COVID-19 risk assessment can be implemented. The Principal/members of SLT discusses any concerns/anxieties about returning to the academy with employees/parents/carers (see section 25) and the control measures in place. 	<ul style="list-style-type: none"> Current HR/OH/Public Health/government guidance is followed for all employees/pupils who are vulnerable or are living with household members in vulnerable groups. Employees and parents/carers have been asked to inform the principal if they/their child develops any medical conditions in the clinically vulnerable/clinically extremely vulnerable category. 	Principal SLT/ employees Principal SLT/ employees		
1a. Adults and pupils classed as clinically extremely vulnerable (CEV) in accordance with government guidance, https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/	As above	<p>Staff:-</p> <ul style="list-style-type: none"> CEV employees have been identified and an individual risk assessment is carried out with each employee using CSG-HS-15 'Vulnerable employee risk assessment.' <p>Where they cannot work from home they are allocated a role where they can maintain 2 metre social distancing <u>or</u> where this is not possible where they can maintain 1 metre+ social distancing, with suitable control measures in place (e.g. Perspex screens).</p> <p>Pupils:-</p> <ul style="list-style-type: none"> Staff liaise with parents/carers and follow any additional medical advice for clinically extremely vulnerable pupils attending the academy. 	<ul style="list-style-type: none"> Staff to make SLT aware of any medical or Occupational Health advice given to them in relation to COVID-19 (where appropriate) and appropriate action is taken. <p>Clinically extremely vulnerable employee risk assessments to be reviewed at the start of the September term taking into account any changes in guidance or personal circumstances</p> <ul style="list-style-type: none"> Parents/carers have been asked to inform the principal if their child develops any medical conditions in the 	Principal SLT/ employees Principal/ SLT		

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		An individual risk assessment is carried out for each CEV pupil or existing risk assessment reviewed to include any additional COVID-19 related control measures.	<p>clinically extremely vulnerable category.</p> <ul style="list-style-type: none"> Current HR/OH/Public Health advice is followed if guidance changes for those classed as extremely vulnerable/living with someone extremely vulnerable. 	Principal/SLT		
1b. Members of staff or pupils living with a person who is extremely clinically vulnerable	As above	<ul style="list-style-type: none"> HR guidance is followed in relation to those living with a person who is clinically extremely vulnerable. 		Assistant Principal (BM)		
1c. Adults and pupils classed as clinically vulnerable in accordance with government guidance. https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing#clinically-vulnerable-people (this includes pregnant employees)	As above	<p>Clinically vulnerable employees</p> <ul style="list-style-type: none"> Clinically vulnerable employees work from home where possible <p>Where this is not possible an individual risk assessment is carried out with each employee using CSG-HS-15 'Vulnerable employee risk assessment.'</p> <p>Clinically vulnerable employees only return to work if control measures in the academy COVID-19 risk assessment can be applied stringently (as for all employees).</p>	<ul style="list-style-type: none"> Clinically vulnerable employee risk assessments to be reviewed at the start of the September term taking into account any changes in guidance or personal circumstances. 			
1d. Employees/pupils with other vulnerabilities	BAME staff, some	<ul style="list-style-type: none"> Where a member of staff/pupil has an individual risk assessment in place this is reviewed to include any additional control 				

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	<p>staff/pupils with disabilities</p> <p>As above, Comparatively increased risk from COVID-19 (research ongoing).</p>	<p>measures required in relation to COVID-19 or an individual risk assessment is carried out if required.</p> <ul style="list-style-type: none"> Principal/member of SLT discusses any concerns/anxieties about returning to the academy with employees/parents/carers (see section 25) and the control measures in place. 				
2 Contact between individuals and lack of social distancing.	<p>Employees, pupils, visitors</p> <p>Exposure to coronavirus (SARS-CoV-2), Transmission of COVID-19, illness death.</p>	<p>General:</p> <ul style="list-style-type: none"> Staff work from home where feasible and appropriate to do so. Contact between people is reduced as much as possible to maintain social distancing. Contact sports do not take place at this time including during extra-curricular activities. Staff keep their distance from pupils as much as possible and maintain 2m social distancing from other adults wherever possible. Staff avoid face to face contact and minimise time spent within 1m of anyone. Pupils who are old enough and have the capacity to/are able to do so are supported to maintain distance and avoid touching as much as possible. Unnecessary items taking up floor space are removed from areas wherever possible to create additional space for social distancing. 	<ul style="list-style-type: none"> If a pupil is currently attending more than one setting, both settings work together to address any risks identified and put suitable control measures in place. (see section 6). Try to comfort children using verbal prompts and non-physical contact as much as possible (see guidance produced by the Psychological Service). Discourage all non-essential trips within the academy building to minimise staff contact by for example, restricting access to some areas, encouraging use of radios/telephones and cleaning them between use. Liaise with Ken Maynard. 	<p>Principal</p> <p>Staff</p> <p>Principal /SLT</p> <p>Assistant Principal</p>		

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		<p>and are safely stored in an appropriate location that does not compromise fire safety or health and safety.</p> <ul style="list-style-type: none"> • Rooms are accessed from the outside wherever possible. Where this is not possible, additional entrance/exit doors are brought into use and designated to groups as appropriate. • Movement around the academy is reduced as much as possible (classes timetabled to use the same room as much as possible). • A 1-way system and keep to the side procedure is in place for moving through all/part of the academy and in communal areas such as dining halls and sports halls. (If not possible, a keep to the left/right procedure is in place across the academy). • Posters are displayed to remind occupants about handwashing and social distancing measures. • Outdoor sports are prioritised over indoor sports wherever possible. • Indoor sports take place in large spaces where outdoor sport is not possible, maximising distancing between pupils and with stringent hygiene and cleaning in place. <p>Visitors:</p> <ul style="list-style-type: none"> • A visitor policy is in place to ensure only essential visitors are on site, visitors are 	<ul style="list-style-type: none"> • Use paint/chalk marks (indoors only)/ tape on the floor where appropriate to assist with social distancing. • Make additional use of outdoor learning spaces and structures (cleaned between groups as necessary) – SLT to consider whether these need to be timetabled to groups. Consider sun safety and pupils with medical conditions e.g. hay fever. • Consider the provision of additional external storage to enable safe storage of items which have been temporarily removed/ additional external learning areas. • If it is not possible to appropriately stagger lunch breaks in the dining hall, pupils eat their lunch in their classrooms/elsewhere. This is discussed with Catering staff and appropriate arrangements put in place • Visitors who fail to follow the visitor policy are reminded of 	<p>/Ken Maynard</p> <p>SLT</p> <p>SLT/ Assistant Principal (Behaviour)</p> <p>SLT</p> <p>All staff</p>		

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2. Contact between individuals and lack of social distancing.		<p>limited during academy hours and parent/carer visits are by appointment only, are only when essential and are with only one parent/carer wherever possible.</p> <ul style="list-style-type: none"> • Meetings/appointments are held virtually where possible. • Visitor information is clearly displayed- (This including informing parents/carers not to gather whilst on the premises and to maintain social distancing at all times, and what essential visitors entering the building should do). • All staff have been made aware of and implement the visitor policy. • A visit register is kept of all visitors to the premises (visitors sanitise hands first and use own pen/screen to be cleaned between use) or give details to office staff. • Appointments for visitors take place outside of core hours where possible. • Contractors (e.g. Facilities Management, catering staff, cleaning staff, suppliers etc) have been informed in advance, wherever possible, to ensure they are aware of the COVID-19 arrangements to follow on site). • External staff/contracted staff liaise with the academy regarding working with staff/pupils and have their own risk assessments in 	<p>the rules and if necessary are asked to leave the premises. Parents/carers who persistently fail to follow rules are discussed with the Chair of Governors/ Governing Body. Consider using a Warning or Banning letter for parents/carers.</p> <p>https://intranet.gateshead.gov.uk/media/727/Warning-or-Banning-persons-from-academy-premises/pdf/EDU-HS-15WarningorBanningPersonsfromAcademyPremises.pdf?m=636451477720470000.</p>			

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2.Contact between individuals and lack of social distancing.		<p>Arriving at /leaving the academy</p> <ul style="list-style-type: none"> Drop-off and collection times are staggered, where this is possible. Additional entrance/exit gates are designated for drop off/collection of different groups, where possible Appropriate arrangements are in place for parents/carers to observe social distancing when dropping off/collecting pupils. Parents/carers should not gather at the academy gates. <p>Meetings and communal areas:</p> <ul style="list-style-type: none"> Bottle neck areas e.g. corridors, and entrance/exit areas are managed to maintain social distancing as much as possible. Break times and class changeover times are staggered. Lunchtime is staggered and arrangements are in place to ensure that social distancing is maintained when queuing and eating. Assemblies/other pupil gatherings do not take place with more than one group. Pupils are kept in their consistent groups supervised to maximise distancing as much as possible when in the playground or doing 	<ul style="list-style-type: none"> Allocate additional areas for use as staff rooms if required which allow for social distancing. Academies that are immediate neighbours liaise with each other where there are congestion issues on arrival/departure to arrange staggered arrival/leaving times from each other/put in place other arrangements wherever possible. Consideration is given to zoning playgrounds and other areas across the academy site 	<p>Assistant Principal Behaviour.</p> <p>Assistant Principal Behaviour.</p> <p>Assistant Principal Behaviour.</p>		

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2.Contact between individuals and lack of social distancing.		<ul style="list-style-type: none"> For pupils who have care needs/ behaviour support plans which require staff to be within close proximity:- <ul style="list-style-type: none"> Social distancing is maintained as much as possible at all other times PPE is worn as normal in accordance with existing risk assessment (minimum of disposable gloves and apron) when undertaking personal care and the pupil is exhibiting no symptoms of COVID-19 (additional PPE is not currently required if the pupil is not exhibiting any symptoms). Individual risk assessment is carried out and PPE worn where appropriate (see section 8 where an individual presents an increased risk. <p>Shared offices and reception areas</p> <ul style="list-style-type: none"> Maximum occupancy of offices is determined by allowing for 2m social distancing between each person. Workstations are assigned to one person only wherever possible, or if not are cleaned between use. Workstation set ups and locations have been reviewed and where possible moved so that staff do not face each other. Staff who do not work in the office avoid entering the office wherever possible. 	<ul style="list-style-type: none"> If 2m social distancing cannot be achieved consider whether a staff member(s) can be relocated to another room. If not, staff to be in the office on a rota basis with alternating homeworking <u>and work-based working</u>. . Staff who do not work in the office to knock on the office door and wait for assistance 	<p>SLT</p> <p>All staff</p>		

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<p>3. Poor hygiene practices and sharing of items/equipment (continued).</p> <p>(see section 7 for cleaning areas/equipment in contact with a symptomatic person).</p>		<ul style="list-style-type: none"> – not touching face, eyes, nose or mouth if hands are not clean. • Staff support/supervise pupils to follow the above guidance as much as possible. Class rules and posters are used as appropriate to encourage pupils to practise these habits. • Arrangements are in place for staff to greet each pupil, ensure they wash their hands immediately on arrival (or sanitise their hands if this is not possible) and go straight to their classroom. • Where a sink is not nearby, hand sanitiser (at least 60% alcohol) is provided and used as necessary across the academy, and is closely supervised. • Hand sanitiser is not used as a substitute for thorough hand washing with soap and water. • Pupils are monitored and supported as necessary to ensure they are carrying out regular hand washing. • Staff wash hands before and after supporting pupils with medication and medical needs. • Academy is kept well-ventilated by opening windows/use of ventilation units/propping open doors which are not fire doors when safe and appropriate to do so. 	<ul style="list-style-type: none"> uncontrollably or use saliva as a stimulant (see section 8). • If internal doors need to be held open a suitable British Standard hold open device should be installed. (Read and implement HSB 09 specific fire risk assessment review). • Areas being brought into use as learning areas are fully cleaned before use. • Staff monitor pupils who have conditions known to be triggered by cleaning products e.g. asthma, allergies and review health care plan as necessary. Staff report any concerns re: their own conditions to SLT. Cleaning products are discussed with the cleaning provider if issues are identified • Ensure cleaning supplies/hand sanitiser are available in each room as necessary including areas containing shared highly used equipment e.g. photocopiers, printers etc. 	<p>SLT</p> <p>SLT</p> <p>Staff/SLT</p> <p>Staff</p> <p>Staff</p>		

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<p>3. Poor hygiene practices and sharing of items/ equipment (continued).</p> <p>(see section 7 for cleaning areas/equipment in contact with a symptomatic person).</p>		<ul style="list-style-type: none"> Staff are provided with their own hand sanitiser to be carried around with them where required. Ozone machines are not used at this time as they may present an increased risk to the respiratory system. Pupils store coats and bags in a designated area/under desk and on chair. Visitors are asked to observe good hygiene practices whilst in the building. Visitors sanitise their hands before they leave the foyer and are encouraged to wash their hands on arrival into the building, often during their stay and when leaving. <p>General:-</p> <ul style="list-style-type: none"> Work areas are kept clean and bins for tissues are emptied regularly throughout the day. Areas are kept tidy and surfaces clear as much as possible to enable effective cleaning to be carried out. Rooms/shared areas that are used by different groups are cleaned between groups. 	<ul style="list-style-type: none"> . Remove unnecessary items from classrooms and other learning environments where it is possible to safely store them elsewhere. Remove soft furnishings, and other resources which are not easily cleanable if they are not essential for education. Arrangements and a cleaning schedule to be in place to ensure that additional cleaning is taking place as required (e.g. assigning staff cleaning roles on the rota/ additional cleaning duties/ liaising with cleaning provider for additional support if required). 	<p>Staff</p> <p>Staff</p> <p>Assistant Principal/ Ken Maynard</p> <p>SLT</p> <p>All staff</p>		

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<p>3. Poor hygiene practices and sharing of items/equipment (continued).</p> <p>(see section 7 for cleaning areas/equipment in contact with a symptomatic person).</p>		<p>Shared/personal equipment:-</p> <ul style="list-style-type: none"> Parents/carers/pupils/staff have been informed that only essential items should be brought into the academy/taken home. Items are not unnecessarily shared. Sharing of personal items is avoided wherever possible. Staff and pupils have their own stationery Resources shared within a group are cleaned regularly or labelled and left unused for 72 hours between use Resources shared between groups (including outdoor play equipment) are cleaned between groups or labelled and left unused for 72 hours between use by different groups. Pupils provide their own water bottle Shared surfaces including desks are cleaned before starting work/lessons, between groups and at regular intervals throughout the day (particular attention is given to frequently touched areas e.g. IT equipment, tables, chairs, door handles, phones, light switches, staff room equipment (e.g. kettle, microwave) and bannisters). Interactive screens/whiteboards are only used by teachers. 	<ul style="list-style-type: none"> All staff to ensure rooms are kept tidy and all desk areas are cleared at the end of the day Drinking fountains are not in use. If outdoor play equipment is in use pupils wash hands before and after use, it is cleaned between groups of pupils using it and is only used by one group of pupils at a time. For advice and guidance on cleaning, checking and troubleshooting specialist equipment provided for vision and hearing impaired pupils contact LiNT on 433 8747. 	<p>SLT</p> <p>Staff</p> <p>Enjie</p>		

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<p>3. Poor hygiene practices and sharing of items/ equipment (continued).</p> <p>(see section 7 for cleaning areas/equipment in contact with a symptomatic person).</p>		<ul style="list-style-type: none"> Lunch tables are cleaned between each group. If a lift is in use, it is included in the cleaning schedule <p>Playing musical instruments and singing</p> <ul style="list-style-type: none"> Instruments which are in contact with the mouth (recorders, flutes etc) are only used if they belong to the pupil and are labelled to avoid mix up. Playing musical instruments and singing is only carried out in small groups (max of 15 people). Pupils socially distance and play/sing outside wherever possible. Pupils are positioned back to back or side to side. Singing, wind and brass playing does not take place in choirs and ensembles. 				
4. Extra-curricular activities/clubs/	<p>Employees, pupils, visitors</p> <p>Exposure to coronavirus (SARS-CoV-2), Transmission of COVID-19, illness death.</p>	<ul style="list-style-type: none"> Principal liaises with providers of extra-curricular activities to ensure they have appropriate COVID-19 arrangements and a COVID-19 risk assessment in place. External providers on academy premises have been made aware of and follow academy COVID-19 expectations and operating procedures. 	<ul style="list-style-type: none"> Pupils to be kept within the same groups as during academy hours as much as possible <p>Where this is not possible pupils are in small consistent groups (max of 15).</p>	<p>Principal/SLT</p> <p>Principal/SLT/Enjie</p>		

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		<ul style="list-style-type: none"> • Arrangements are in place to ensure appropriate cleaning of areas/equipment takes place after extra-curricular activities as necessary. • External providers are aware to inform the academy immediately if any pupil is exhibiting symptoms of COVID-19. • Contact sports do not take place at this time. • External providers keep a register of all attendees and who is in which group. 				
5. Working with SEND children	<p>Employees, pupils, visitors</p> <p>Spitting, biting, contact with bodily fluids due to sensory issues. Exposure to coronavirus (SARS-CoV-2), Transmission of COVID-19, illness death.</p>	<ul style="list-style-type: none"> • SEND team are liaising with academies to provide support with SEND pupils. • Staff are vigilant for escalations in behaviour due to changes in routine and follow BSP re: de-escalation techniques. • Social distancing is maintained wherever possible without putting the pupil at risk if close proximity is required for de-escalating behaviour. • Supervision ratios are maintained for pupils with challenging behaviour in accordance with their BSP with as little change in support staff as possible. • Individual risk assessment is reviewed in conjunction with academy, pupil's parents and LA in accordance with Gateshead 	<ul style="list-style-type: none"> • BSP and needs of pupils they are supporting are discussed with new or temporary staff. • Liaise with relevant other teams e.g. Behaviour Support, / Link inspectors if additional support is required. • Individual risk assessments to be carried out for pupils where social distancing cannot be maintained e.g. where their BSP requires close contact (see section 7) and all relevant staff made aware of this. • Liaise with the LiNT for additional guidance when reviewing individual risk 	<p>SLT</p> <p>SEND coordinator/ S LT</p> <p>SEND coordinator/ S LT</p> <p>Staff</p>		

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		<p>Council 'Guidance to settings used by Gateshead Children and Young People on access to educational provision during Covid-19'</p> <ul style="list-style-type: none"> • Best endeavours are made to ensure all EHCPs are met as much as possible. • Suitable arrangements are in place for cleaning of specialist equipment. • Use of rooms shared by different groups is minimised and they are cleaned between use. 	<p>assessments for pupils with sensory impairments.</p>			
<p>6. Unsafe/ violent/ aggressive behaviour (e.g. intentional spitting, refusing to adhere to social distancing etc.).</p>	<p>Employees, pupils, visitors</p> <p>Exposure to coronavirus (SARS-CoV-2), Transmission of COVID-19, illness death.</p>	<ul style="list-style-type: none"> • Where pupils wilfully fail to follow academy rules regarding COVID-19, appropriate sanctions are taken in accordance with the academy behaviour policy. • Incidents involving violent/aggressive behaviour including spitting are reported to the Health and Safety Team on an HS20 incident form. • Risk assessments are in place for pupils with known challenging behaviour and are reviewed as necessary. • Behaviour policy has been reviewed and amended as appropriate with any changes to expectations, rewards and sanctions in place re: COVID-19 including no spitting or deliberately coughing. 	<ul style="list-style-type: none"> • Revised COVID-19 behaviour policy is communicated to pupils, parents and staff. • Appropriate arrangements to be in place where a pupil needs to be removed from a group for the safety of themselves/others • Staff are vigilant for new behaviours in pupils due to changes in routine and current situation and take appropriate action. 	<p>Principal</p> <p>Principal</p> <p>All staff</p>		

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		<ul style="list-style-type: none"> Advice/support available from the Behaviour Support Team. 				
<p>7. Suspected/ confirmed cases of COVID-19 (continued)</p> <p>Symptoms currently identified as:</p> <ul style="list-style-type: none"> High temperature (37.8°C or above) new continuous cough(coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (or worse cough than usual here the person usually has a cough) loss of, or change in taste or smell <p>7. Suspected/ confirmed cases of COVID-19 (continued)</p>	<p>Employees, pupils, visitors</p> <p>Exposure to coronavirus (SARS-CoV-2), Transmission of COVID-19, illness death.</p>	<p>Informing academy:</p> <ul style="list-style-type: none"> Parents/carers have been asked to inform the academy if their child/any member of their household is exhibiting symptoms of COVID-19 whilst not in academy. Employees/ parents/ carers have been informed that they/ pupils must not attend academy if they have symptoms of COVID-19 and must self-isolate. <p>Staff/pupils exhibiting symptoms</p> <ul style="list-style-type: none"> Staff look out for signs of pupils exhibiting symptoms of COVID-19. Staff are extra vigilant with pupils with cognitive impairments and look for signs such as delirium which may indicate infection If a member of staff/ visitor develops symptoms whilst in the academy, a member of SLT is informed and they leave site immediately, self-isolate, and follow the HR return to academy procedure Staff with symptoms are requested to arrange at COVID-19 test via https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested#arrange-a-test-if-youre-an-essential-worker If a pupil develops symptoms whilst at academy:- 	<ul style="list-style-type: none"> Inform the Health Protection Team on 0300 303 8596 (option 1) and Moira Richardson (Gateshead Council Public Health team) on 0191 433 3034 or moirarichardson@gateshead.gov.uk or Emma Gibson on 433 2845 emmagibson@gateshead.gov.uk if: <ul style="list-style-type: none"> a member of staff/pupil has exhibited symptoms of COVID-19 or tested positive for COVID-19 and follow their guidance. Inform Moira Richardson (Gateshead Council Public Health team) on 0191 433 3034 moirarichardson@gateshead.gov.uk or Emma Gibson on 433 2845 emmagibson@gateshead.gov.uk if the academy is observing unusually high numbers of absences due to illness (compared to the numbers of absences they 	<p>SLT</p> <p>SLT</p> <p>Principal</p>		

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7. Suspected/ confirmed cases of COVID-19 (continued)		<ul style="list-style-type: none"> - Pupil is self-isolated under the external canopy area and with supervision by a member of staff. - If it is not possible to isolate the pupil, they are moved to an area at least 2m away from other people. - Parents/carers are contacted to collect their child as soon as possible or 999/111 are contacted if required. - Pupil self-isolates for at least 7 days from the onset of symptoms and follows the HR return to academy procedure for employees (NB this procedure will apply to pupils as well as staff). • Symptomatic staff/pupils use a separate bathroom if this is needed before leaving the premises. The bathroom is cleaned and disinfected before being used by anyone else. • they are advised to arrange for COVID-19 testing via www.nhs.uk/coronavirus or by phoning 119, and to inform the academy of the results. • Notify the Building Cleaning provider/Area Supervisor as soon as possible to inform them if there has been a symptomatic or confirmed case of COVID-19 on site <p>Supporting a symptomatic pupil:</p>	<p>would normally see for that time of year</p> <ul style="list-style-type: none"> • Employees to be made aware of and follow the HR return to work (academy) procedure if they have been exhibiting symptoms of COVID-19. <p>Parents/carers to be informed of this for pupils</p> <ul style="list-style-type: none"> • Employees to be reminded to inform the principal if they are diagnosed with COVID 19 as a result of a positive test. Principal to inform Public Health (see above). <p>Any case identified by Occupational Health as meeting the HSE RIDDOR reporting criteria will be shared with H & S who will deal with the reporting process.</p> <p>Reception to inform Enjie</p>	Principal		

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is needed?	Action by whom	Action by when	Done
7. Suspected/ confirmed cases of COVID-19 (continued)		<ul style="list-style-type: none"> • Social distancing is maintained wherever possible however if staff are required to be within 2m of the pupil they wear the following PPE: - <ul style="list-style-type: none"> – Disposable plastic apron – Disposable gloves – Fluid resistant face mask – Eye protection if required (if there is a risk of splashing to the eyes e.g. from coughing or vomiting etc.) • Any member(s) of staff that have been supporting a symptomatic pupil wash their hands thoroughly for 20 seconds after contact with them using the nearest facilities. Any surfaces that have been touched en-route are cleaned and disinfected. • Staff are advised to ensure that wherever possible after providing close care to a pupil exhibiting symptoms of COVID-19 their work clothing is: - <ul style="list-style-type: none"> – Changed after providing care and transported home in a tied plastic bag. – Laundered in a load not more than half the machine capacity. – Not shaken before washing. Washed at the maximum temperature the fabric can tolerate. <p>Cleaning areas where a symptomatic person has been:</p> <ul style="list-style-type: none"> • Public areas where a symptomatic person has passed through and spent minimal time 				

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is needed?	Action by whom	Action by when	Done
9. Suspected/ confirmed cases of COVID-19 (continued)		<p>(e.g. corridors) and are not visibly contaminated with body fluids are cleaned thoroughly as normal with usual cleaning products.</p> <ul style="list-style-type: none"> • All surfaces that the symptomatic person has come into contact are cleaned and disinfected, including: <ul style="list-style-type: none"> – objects which are visibly contaminated with body fluids. – all potentially contaminated high-contact areas such as toilets, door handles, telephones, grab-rails in corridors and stairwells. • If an area where a symptomatic person has been cannot be immediately cleaned, it is taken out of use until it can be cleaned. • PPE (single use gloves, single use apron, fluid resistant face mask and eye protection) is worn when cleaning an area that has been heavily contaminated with bodily fluids from a person with COVID-19 symptoms, otherwise a minimum of single use gloves and apron are worn during cleaning an area(s) where a person with COVID-19 symptoms has been . • Disposable cloths or paper roll and disposable mop heads are used to clean all hard surfaces, floors, chairs, door handles and sanitary fitting using either:- <ul style="list-style-type: none"> – a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine 	<ul style="list-style-type: none"> • Manufacturer's instructions for dilution, application and contact times for all detergents and disinfectants to be followed at all times • Ensure this is clearly displayed in the cleaning store and all relevant staff are made aware of this. • Check with (Paul Templeton for PFI academi<u>e</u>ys) if necessary, to ensure you are using a suitable disinfectant at the correct dilution. 	<p>Staff</p> <p>Ken Maynard</p> <p>SLT</p>		

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is needed?	Action by whom	Action by when	Done
		<p>or</p> <ul style="list-style-type: none"> - a household detergent followed by disinfection (1000 ppm av.cl.). <p>or</p> <ul style="list-style-type: none"> - A disinfectant that is effective against enveloped viruses. <ul style="list-style-type: none"> • Avoiding creating splashes and spray when cleaning. • Cloths and mop heads used are disposed of as single use items. • Items that cannot be cleaned using detergents or laundered e.g. upholstered furniture are steam cleaned. • Any items that are heavily contaminated with body fluids and cannot be cleaned by washing are disposed of. <p>Waste from symptomatic person:</p> <ul style="list-style-type: none"> • Waste from a symptomatic person and from cleaning of areas where they have been (including disposable cloths and tissues) and used PPE is:- <ul style="list-style-type: none"> - Double bagged (placed in a plastic rubbish bag and tied then placed in a second bin bag and tied), - Tagged with the date and time and stored in a secure area for at least 72 hours - Disposed of in the normal waste bin or clinical waste bin if there is a clinical waste contract in place. 	<ul style="list-style-type: none"> • Designate a safe and secure holding area for potentially contaminated waste and ensure all staff are aware of this. 	Ken Maynard		

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is needed?	Action by whom	Action by when	Done
10. Household members – suspected/confirmed cases of COVID-19	Employees, pupils, visitors Exposure to coronavirus (SARS-CoV-2), Transmission of COVID-19, illness death.	Other household members (not pupils/staff) exhibiting symptoms: <ul style="list-style-type: none"> If a member of any staff/ pupils' household develops symptoms of COVID-19, they follow government guidance They are advised to arrange for COVID-19 testing via www.nhs.uk/coronavirus or by phoning 119, and to inform the academy of the results 				
11. NHS Test and Trace	Employees, pupils, visitors Exposure to coronavirus (SARS-CoV-2), Transmission of COVID-19, illness death.	<ul style="list-style-type: none"> All staff have been made aware and follow the NHS Test and Trace guidance where necessary at: https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works Staff and parents/carers have been advised that they must inform the academy if they test positive for COVID-19. 	<ul style="list-style-type: none"> Employees to inform their manager if they have been asked to self-isolate by the NHS Test and Trace service. Parents/carers are informed that they/their child need to self-isolate if requested by the NHS Test and Trace Service (and to inform the academy) or requested to by the academy. SLT to inform the Health Protection Team on 0300 303 8596 (option 1) and Moira Richardson (Gateshead Council Public Health team) on 0191 433 3034 moirarichardson@gateshead.gov.uk or Emma Gibson on 433 2845 emmagibson@gateshead.gov.uk if a member of staff/pupil has tested positive for COVID-19, and follow their guidance. 	Staff SLT SLT		

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is needed?	Action by whom	Action by when	Done
11. Incorrect use of/lack of PPE.	<p>Employees, pupils, visitors</p> <p>Exposure to coronavirus (SARS-CoV-2), Transmission of COVID-19, illness death.</p>	<ul style="list-style-type: none"> • Stock of the following PPE:- <ul style="list-style-type: none"> – Disposable aprons – Disposable gloves – Fluid resistant face mask – Eye protection (goggles or visor) is available for staff for use when:- <ul style="list-style-type: none"> – supporting a pupil displaying symptoms of COVID-19 until they are taken home/to hospital – for first aid purposes (see section 14) – where this is already routinely required (not associated with COVID-19) when supporting a pupil. – if required when supporting a pupil as determined by an individual risk assessment – if cleaning an area(s) that has been heavily contaminated with visible body fluids from a person exhibiting COVID-19 symptoms (apron and gloves to be worn when cleaning area(s) that are not heavily contaminated). (see section 6). ▪ PPE is also available through general admin • Staff are hydrated, tie hair back and remove jewellery (no stoned rings, watch, bracelets etc) before putting on PPE. • Good hand hygiene is practiced and extended to exposed forearms after removing any element of PPE. • Used PPE is disposed of as normal waste where it has not been used for cleaning 	<ul style="list-style-type: none"> • For other situations, e.g. working in prolonged close contact with pupils whose behaviour support plan requires this or working closely with pupils who regularly cough, sneeze or spit, without being able to practice good hygiene, the use of fluid resistant face masks and eye protection should be risk assessed and provided if deemed necessary. All staff must be clearly informed of what is to be used and when. • All staff to be made aware of what PPE is to be worn and when. • All staff are visually trained in putting on (donning) and taking off (doffing) PPE and how to decontaminate eye protection and training records kept. • Posters showing how to put on and take off PPE are displayed. 	<p>Principal/ Public Health</p> <p>SLT</p> <p>SLT</p> <p>SLT</p>		

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is needed?	Action by whom	Action by when	Done
11. Incorrect use of/lack of PPE (continued).		<p>after a symptomatic person or when supporting a symptomatic person</p> <ul style="list-style-type: none"> ▪ Where PPE has been used to support a symptomatic person/for cleaning after them it is: - - Double bagged (placed in a plastic rubbish bag and tied then placed in a second bin bag and tied), tagged with the date and time and stored in a secure area for at least 72 hours then disposed of in the normal waste bin or in the clinical waste bin if there is a clinical waste contract in place. 	<p>https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/878678/PHE_11606_Taking_off_PPE_064_revised_8_April.pdf</p> <ul style="list-style-type: none"> • Face mask is replaced if it is soiled or damaged. • PPE is stored in a safe and accessible location. 	<p>Staff</p> <p>Staff</p>		
12. Use of face coverings.	<p>Employees, pupils.</p> <p>Risk of self-contamination when taking off/removing face coverings, emotional effect on pupils, Exposure to coronavirus (SARS-CoV-2), Transmission of COVID-19, illness death.</p>	<ul style="list-style-type: none"> • In line with government guidance face coverings must be worn in the following areas and at the following times: During core hours: Face coverings to be worn during lesson change over, during break and lunchtime (unless outside) and in communal areas Visitors will be kept to a minimum but those attending site must wear a face covering, failure to do so will result in the visitor not being allowed to enter the academy. 	<ul style="list-style-type: none"> • Parents/carers have been requested to ensure that students bring a face mask to school to follow the guidelines in place. • Reception will hold a small amount of face coverings in case of emergency. • Any student arriving without a face mask will be issued with a C1 and parental contact home made by the relevant houseblock. <p>Plastic bags to be available if pupils need to remove reusable face coverings on site.</p>	<p>Employees / Principal</p>		

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is needed?	Action by whom	Action by when	Done
14. Use of transport	<p>Employees, pupils, visitors</p> <p>Exposure to coronavirus (SARS-CoV-2), Transmission of COVID-19, illness death.</p>	<ul style="list-style-type: none"> Use of vehicles for work purposes is minimised to essential travel only. If a joint visit is being carried out by staff separate vehicles are used where possible to enable social distancing. Vehicle keys and areas of the vehicle that provide regular contact points are cleaned before and after use. If there is more than 1 person in the vehicle: <ul style="list-style-type: none"> They try not to face each other. They observe social distancing as much as possible in the vehicle. Journeys are planned to take the shortest time so that time in the vehicle is reduced. Vehicle windows are opened to allow ventilation where possible and if safe to do so. Seats are cordoned off within academy transport vehicles as necessary to maintain social distancing. <p>External providers</p> <ul style="list-style-type: none"> Travel Care Team have provided guidance to their external travel providers to ensure that suitable arrangements for managing COVID-19 including cleaning are in place. COVID-19 risk assessment is requested from all external transport providers (in 	<ul style="list-style-type: none"> If vehicles are being shared, all staff are aware of and follow HSB 03 'Road Vehicle Occupancy Restrictions.' Arrangements are in place to ensure cleaning of vehicles takes place between users. A supply of hand sanitiser (at least 60% alcohol) to be carried in all vehicles to enable employees/pupils to sanitise their hands regularly. Employees/parents/carers to be made aware of the guidance on the use of public transport https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers and have been encouraged to walk/cycle/use other forms of transport. 	<p>Principal/ Staff</p> <p>Ken Maynard</p> <p>Ken Maynard</p>		

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is needed?	Action by whom	Action by when	Done
		<p>addition to other documentation required).</p> <p>Dedicated academy transport including statutory provision: Further government guidance due – to be reviewed in line with new guidance</p> <ul style="list-style-type: none"> • Pupils are grouped together on transport in the same groups as within academy wherever possible • Pupils sanitise hands on boarding and alighting. • Vehicles are cleaned more frequently. • Queuing and boarding is arranged to allow for distancing as much as possible • Children over 11 wear face coverings where appropriate e.g. if they are likely to come into very close contact with people outside their group. 	<ul style="list-style-type: none"> • Traffic Planning Team to support academies with traffic management options to ensure that pupils are able to avoid the use of public transport as much as possible. (Contact Andrew Haysey 433 3124) 	<p>Ken Maynard</p> <p>Traffic Planning Team</p>		
15. Home visits	<p>Employees, pupils, visitors</p> <p>Exposure to coronavirus (SARS-CoV-2), Transmission of COVID-19, illness death.</p>	<ul style="list-style-type: none"> • Only essential visits are made. • Staff knock at the door and step back at least 2m to maintain social distancing. • Phone calls are made instead of visits wherever possible. • Social distancing is maintained at all times and staff do not enter pupil's homes. 	<ul style="list-style-type: none"> • If there is a need for your academy to carry out visits which may involve entering a pupil's home contact your H&S officer for advice/risk assessment. 	SLT		
16. Educational visits	<p>Pupils, staff, members of the public.</p> <p>Exposure to coronavirus</p>	<ul style="list-style-type: none"> • Current government guidance on whether trips organised by educational settings should take place is followed: https://www.gov.uk/government/publications/coronavirus-covid-19-travel-advice-for- 	<ul style="list-style-type: none"> • Specific risk assessment to be carried out for each visit and Evolve used to record visits as necessary. 	Staff/ EVC/Principal		

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is needed?	Action by whom	Action by when	Done
overseas/returning from overseas travel	Exposure to coronavirus (SARS-CoV-2), Transmission of COVID-19, illness death.	<ul style="list-style-type: none"> Staff self-isolate for 14 days on their return from a country that is not on the travel corridor list (https://www.gov.uk/guidance/coronavirus-covid-19-travel-corridors) 	(https://www.gov.uk/foreign-travel).and quarantine requirements when returning (https://www.gov.uk/guidance/coronavirus-covid-19-travel-corridors).			
18. Lack of communication/ information.	Employees, pupils, visitors. Exposure to coronavirus (SARS-CoV-2), Transmission of COVID-19, illness death.	<ul style="list-style-type: none"> Education Gateshead provide daily COVID-19 related bulletins and information on updated guidance. Education Gateshead have regular contact with Public Health re: ongoing guidance and advice which is fed back to academies. Staff have been briefed on Public Health England hand hygiene and general good hygiene practices- Parents/carers of pupils attending academy are kept informed of changes to the academy procedures and expectations during COVID-19. The academy requirements and arrangements whilst on site are clearly explained to all visitors on arrival. All staff (including new/temporary staff) receive any appropriate training as necessary. Risk assessments and method statements for non-Council contractors working on site are checked before work commences to ensure adequate COVID-19 working arrangements are in place. 	<ul style="list-style-type: none"> SLT to contact Moira Richardson (Gateshead Council Public Health team) on 0191 433 3034 or moirarichardson@gateshead.gov.uk or Emma Gibson on 433 2845 or emmagibson@gateshead.gov.uk for any public health queries/concerns relating to self-isolation, COVID-19 symptomatic individuals etc.. Information, academy COVID-19 procedures and roles/responsibilities to be clearly communicated with all staff so they are aware of what they need to do and how they need to do it. Communicate with any contractors (e.g. Facilities Management, catering staff, cleaning staff, suppliers etc to ensure they are aware of the arrangements to follow on site). 	SLT		
18. Lack of communication/ information				Assistant Principal (BM)		

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is needed?	Action by whom	Action by when	Done
(continued)		<ul style="list-style-type: none"> The academy communicates and co-ordinates with other building users regarding COVID-19. 	<ul style="list-style-type: none"> Principal to keep up to date with daily information bulletin from Education Gateshead and action advice accordingly. Essential COVID-19 related information has been communicated with parents/carers (see Appendix 1):- Parents/carers are kept informed of any changes to procedures/ academy concerns regarding parent/carer behaviour. Principal to update Steve Horne or Chair of Governing Body if there are concerns or issues that cannot be addressed. 	Principal		

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is needed?	Action by whom	Action by when	Done
19. Staff absence/ Academy opening no longer viable due to inadequate staff.	Employees, pupils Reduced staff: pupil ratio, inadequate supervision, extra pressure on existing staff/families, academy unable to safely operate.	<ul style="list-style-type: none"> Principal informs Chair of governing Body and Local Authority 	<ul style="list-style-type: none"> Where adequate staffing levels cannot be maintained, all/ part of the academy provision is closed as necessary. 	Principal		
20. Inadequate first aid arrangements	Employees, pupils, visitors Exposure to coronavirus (SARS-CoV-2), Transmission of COVID-19, illness death. .	<ul style="list-style-type: none"> First aid risk assessment has been reviewed in line with current operations and available first aiders. Consideration is given to not including clinically vulnerable or clinically extremely vulnerable in first aid duties. First aid certificates that expired from 16th March 2020 have been extended up to 30th September 2020. First aiders wash their hands before and immediately after administering first aid and undertaking medical procedures. PPE (single use gloves, single use apron, fluid resistant face mask) is worn when administering first aid. Eye protection is worn 	<ul style="list-style-type: none"> First aiders whose certificates are currently being extended are to attend face to face training as soon as possible. 	SLT/staff		

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is needed?	Action by whom	Action by when	Done
		<p>where there is a risk of being splashed with any bodily fluid.</p> <ul style="list-style-type: none"> Any waste generated including PPE from first aid provision is double bagged and binned. 				
21. Inadequate premises management.	<p>Employees, pupils, visitors.</p> <p>Gas inhalation, carbon monoxide poisoning, smoke inhalation, Legionnaire's disease, lift crush/fall from height injury etc, death.</p>	<ul style="list-style-type: none"> Staff liaise with H&S team if assistance is required. All staff are aware of how to evacuate from their designated group areas) in the event of the fire alarm sounding. Principal regularly monitors and reviews the effectiveness of all COVID-19 arrangements in place with SLT/CoG, and if required they are amended as necessary and brought to the attention of all staff. 	<ul style="list-style-type: none"> Ensure equipment and services including gas equipment, fire safety related equipment, water hygiene testing and lifting equipment have been inspected/tested as necessary. Liaise with Facilities Management regarding outstanding inspections/cyclical maintenance. Seek advice from the air conditioning engineers whether any adjustments are required to the system in line with COVID-19 guidance. If a centralised ventilation system that removes and circulates air to different rooms is in use, it is recommended that the recirculation is turned off so a fresh air supply is used. Fire emergency procedures are reviewed as necessary and a fire drill is carried out shortly after return to academy. Consideration is given to 	<p>Principal</p> <p>SLT</p> <p>Enjie</p> <p>Principal</p>		
21. Inadequate premises management (continued).						

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is needed?	Action by whom	Action by when	Done
			additional assembly points, where each group will be located to allow for social distancing and how they will communicate with the Fire Emergency coordinator.			
22. Alcohol based hand sanitiser	Employees, pupils, visitors Exposure to fire, burns, scalds, smoke inhalation etc.	<ul style="list-style-type: none"> Sanitiser dispensers are stored away from heat sources, sources of ignition and out of direct sunlight. Stock to be stored in a fire-resistant cabinet. 	<ul style="list-style-type: none"> All staff are made aware of this. 	SLT		
23. Deliveries into academy	Employees, pupils, contractors Exposure to coronavirus (SARS-CoV-2), Transmission of COVID-19, illness death, illness death, collision with vehicle.	<ul style="list-style-type: none"> Only essential items are ordered. Personal non-work-related items are not delivered to academy. Staff wash their hands before and after handling deliveries. Wherever possible delivery drivers do not enter the academy building. Wherever possible deliveries are sanitised prior to use, or stored in a secure location for 72 hours before use. 	<ul style="list-style-type: none"> Review timings of deliveries involving vehicles in line with new operating hours and use of alternative entrances/exits. Speak to suppliers prior to delivery to advise them of revised delivery arrangements and expectations on academy premises. Consider using non-contact deliveries wherever possible. 	SLT SLT SLT		
24. Home working.	Employees. Stress, Musculo-skeletal disorders, fatigue.	<ul style="list-style-type: none"> Staff who are deployed to work from home on a longer-term basis complete and return HS52 'H&S checklist' and HS53 'DSE Assessment' to a member of SLT. 	<ul style="list-style-type: none"> Take appropriate action as necessary with regard to any issues raised re: homeworking. 	SLT		

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is needed?	Action by whom	Action by when	Done
25. Anxiety/ stress/depression/ other mental health conditions.	Employees, pupils. Anxiety/ stress/ depression/ other mental health conditions.	<ul style="list-style-type: none"> Staff are encouraged to discuss anxiety or COVID-19 concerns with a member of SLT, or through Linda Alder. SLT discusses concerns/anxieties with employees and explains the COVID-19 control measures in place. Linda Alder checks staff at regular intervals and provides additional support if required wherever possible. Linda Alder liaises with the relevant team if there are unresolved COVID-19 concerns. Cahir of Governing Body and HR check on principal at regular intervals. Employees are kept updated and informed of changes as quickly and clearly as possible. Principal is vigilant for uncharacteristic behaviour of staff. Staff are vigilant for uncharacteristic behaviour of pupils and colleagues and provide additional support for pupils where there are anxiety or other mental health concerns. Support and information available from/provided by Education Support Team to help support pupils. 	<ul style="list-style-type: none"> All staff are aware of the mental health guidance for employees at:- Linda Alder refers employees to Occupational Health for counselling (by telephone) if required. Telephone referrals are available by contacting 0191 433 3273. Staff workloads are monitored by SLT and appropriate action taken as necessary. SLT discuss and agree changes to staff roles with individual staff members at the earliest opportunity. All staff are fully consulted on the academy's COVID-19 risk assessment and planning arrangements for returning to academy in September. HS-61 Employee specific work-related stress risk assessment' is carried out with members of staff where appropriate. Staff are aware of and use the support available for pupils in 'Worried or Anxious Children and Young People: Information and Resources for Academics and Parents.' 	SLT Assistant Principal SLT SLT/ staff Principal/ staff Principal		

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is needed?	Action by whom	Action by when	Done
		<ul style="list-style-type: none"> Flexible working practices are implemented as much as possible to promote good work/life balance for employees. 				
<p>26. Aerosol generating procedures (AGPs)</p> <p>https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/886668/COVID-19_Infection_prevention_and_control_guidance_complete.pdf</p>	<p>Employees, pupils, visitors.</p> <p>Transmission of COVID-19, illness death.</p>	<ul style="list-style-type: none"> Identify and document all AGPs which are being undertaken. Each AGP is risk assessed and the procedure is documented. Staff who carry out any aerosol generating procedure(s) are fully trained in the procedure(s). The medical contact for the procedure is consulted if there are concerns around aerosol generating procedures. All PPE used for aerosol generating procedures is disposed of as clinical waste. Clinically vulnerable employees or those living with a clinically vulnerable employee do not carry out aerosol generating procedures. Staff wash their hands before and after carrying out AGPs. 	<ul style="list-style-type: none"> If you are not sure whether a procedure is classed as an aerosol generating procedure confirm with the nominated medical contact for the procedure. The following PPE is worn when undertaking AGPs <ul style="list-style-type: none"> Single use long sleeved gown/coveralls Single use FFP3 face mask (minimum of FFP3 standard) Single use disposable gloves Eye protection (full face shield or visor – single use or decontaminated between use) All staff carrying out aerosol generating procedures receive a face mask face fit test from a competent person. Ensure all staff who carry out AGPs are:- <ul style="list-style-type: none"> fully trained in the procedures aware of what PPE to wear when carrying out these procedures have completed the following training 	<p>SLT</p> <p>Staff</p> <p>SLT</p> <p>Principal</p>		

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is needed?	Action by whom	Action by when	Done
			<p>https://www.youtube.com/watch?v=kKz_vNGsNhc&feature=youtu.be https://www.youtube.com/watch?v=oUo5O1JmLH0&feature=youtu.be Keep a record of this training.</p> <ul style="list-style-type: none"> • Provide suitable areas near to where the AGPS take place to put on and take off PPE. Provide a mirror and these posters displayed in that area:- • If wearing gowns use these posters:- https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/879103/PHE_COVID-19_Donning_quick_guide_gown_version.pdf https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/879098/PHE_COVID-19_Donning_gown_version.pdf • If wearing coveralls use these posters:- https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/879101/PHE_Donning_coveralls_guidance_instruction_sheet.pdf https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/879104/PHE_COVID- 	<p>SLT</p> <p>SLT</p> <p>SLT</p>		

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is needed?	Action by whom	Action by when	Done
			<p>19 Doffing quick guide gown version.pdf</p> <ul style="list-style-type: none"> A stock of PPE is available for use at all times. PPE can be ordered through www.gateshead.gov.uk/PPE or your own supplier. If there are concerns about supply contact Corporate Procurement BAME staff do not undertake aerosol generating procedures. When aerosol generating procedures are taking place BAME staff leave the area for at least 20 minutes after the AGP has been carried out. If BAME staff have to be in an area where AGPs are being carried out they should wear an FFP3 face mask for at least 20 minutes. 	<p>SLT</p> <p>Principal</p> <p>Staff</p> <p>Staff</p>		

N.B. Risk Assessment is Continuous Process – Significant Changes to the Work Activity Require a Review of the Assessment

Appendix 1 : Suggested information to be communicated to parents/carers

Please note this list is not exhaustive.

Parents/carers should be informed of the following where applicable: -

- NHS Test and Trace requirements (section 10)
- Not to enter the academy setting if they are exhibiting symptoms of COVID-19 or should be self-isolating.
- To ensure their child does not attend academy if they are exhibiting symptoms of COVID-19 or should be self-isolating
- To inform the academy if their child/anyone in the household has symptoms of COVID-19.
- That they need to be ready and willing to book a COVID-19 test if their child/anyone in the household develops symptoms of COVID-19.
- To inform the academy of the results of any COVID-19 testing within the household.
- Government advice on the use of public transport <https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>
- To ensure that their child only brings essential items from home
- Behaviour policy and expectations for pupils in relation to COVID-19.
- Not to enter the academy premises without a pre-arranged appointment, and to follow academy procedures whilst on site.
- Expectations for academy drop off/collection including:-
 - Not to gather and to maintain social distancing at all times.
 - The drop off and collection times for their pupil and how to do this (which entrance to use and where to stand etc).
 - To park considerately outside academy and maintain social distancing at all times including staying in their vehicle until their pupil's allotted pick up/drop off time.
 - To ensure that only 1 parent/carer attends academy if the pupil needs accompanying.

