

LA Risk assessment and measures taken by school. This document underpins the				
ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (REVISION 2) – 19/05/2020 (Page 1 of 17)				DATE OF ASSESSMENT 21/5/20
ESTABLISHMENT/SCHOOL Mosaic Federation				
WHO MIGHT BE HARMED? Employees, pupils, trainees, students and visitors				HOW MANY ARE AFFECTED?
Steps of reopening				
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				
Risk	Existing control measures	In place	If x or additional measures taken.	Risk after
Premises and equipment, water, etc. not maintained to statutory requirements:	Premises and utilities have been health and safety checked and building is compliant	Yes	All windows have been checked and refurbished to ensure clear opening.	Low
	A 'BUILDING RA COVID' assessment has been completed for the general running of the building. 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	Yes	Building assessment complete Wedges provided. Guidance provided to close doors in event of a fire alarm Guidance provided to close doors when not in use. No barriers used in school.	Low
Risk of coronavirus infection spreading to children and staff due to inadequate infection control procedure	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.	Yes	EHT and HOS receive daily DFE updates via email. School video watched daily to remind children that they must catch it bin it kill Adults and children unwell policy backed by the parents and staff codes of Hand washing stations have been identified for all groups. Additional Additional cleaners have been employed between 11.30 and 1.30 to clean	Low
Risk of coronavirus infection spreading to children and staff due to inadequate infection control procedure	Ensure that all adults and children: 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	Yes	Hand washing times on timetable, additional guidance provided about when to Cleaners will discard of bins at Lunchtime and end of school day. All windows have been checked and risk assessment guidance ensures staff All 'safe' doors will be propped open unless they provide access to the Staff and parent code of conduct advises cleaning of clothes at the end of Additional cleaners employed 11.30-1.30. Cleaning supplies are identified on rind room risk assessment supplies have Shared with DSL	Low
Child/Adult is unwell and it is believed that they have been exposed to COVID-19.	If anyone develops coronavirus (COVID-19) symptoms of coronavirus in an education setting they must be sent home and advised to follow the staying at home guidance. Staff should have a COVID test prior to returning to work and their results should be shared with EHT, HOS, AH before return. 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 non-healthcare settings.	Yes	See If a child or adult is unwell policy. Also clear in guidance for parents, parent and staff code of conduct.	Low
guidance-to-educational-settings-about-covid-19				

<p>Risk of coronavirus infection spreading to shielded and clinically vulnerable adults</p>	<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.</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>Yes</p>	<p>Including those people who are pregnant and one RA member of staff. Clinically vulnerable people can work in school, but should not have forward facing roles. An individual risk assessment will be carried out where this is the case and they will work in isolation within school.</p>	<p>Low</p>	
<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>Yes</p>	<p>See above Communicated in code of conduct and parent guidance.</p>	<p>Low</p>	
<p>Risk of coronavirus infection spreading due to large class sizes and reduced space</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: avoiding contact with anyone with symptoms</p> <p>frequent hand cleaning and good respiratory hygiene practices</p> <p>regular cleaning of settings</p> <p>minimising contact and mixing</p> <p>It is still important to reduce contact between people as much as possible, and we can achieve that and reduce transmission risk by ensuring children, young people and staff where possible, only mix in a small, consistent group and that small group stays away from other people and groups.</p> <p>PHE is clear that if early years settings, schools and colleges do this, and crucially if they are also applying regular hand cleaning, hygiene and cleaning measures and handling potential cases of the virus as per the advice, then the risk of transmission will be lowered.</p> <p>Where settings can keep children and young people in those small groups 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. Primary schools: 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).</p> <p>If there are any shortages of teachers, then teaching assistants can be allocated to lead a group, working under the direction of a teacher.</p>	<p>Yes</p>	<p>Timetables hand washing and additional cleaning routines communicated.</p> <p>Children will be in small bubbles and will be encouraged to distance where possible.</p> <p>Bubbles will not mix with other bubbles and timetables areas are provided. Additional cleaning of EYFS will be undertaken midday.</p> <p>Corridors are two way- staggered breaks and entry will reduce congestion in corridors.</p> <p>RA identifies ration of one adult to eight children.</p> <p>RA identifies ration of one adult to eight children for KS1 and One adult to 10 children for KS2</p> <p>All teaching assistants are being utilised to take groups.</p> <p>RA ratios apply to the key worker groups which are split into EYFS, KS1 and KS2 1m between children and adults and 2m between adults, where this is not possible PPE should be worn</p>	<p>Low</p>	

Risk of coronavirus infection spreading due to large class sizes and reduced space	<p>Secondary schools and colleges, the same principle of halving classes will normally apply:</p> <p>It is also sensible to rearrange classrooms and workshops with sitting positions 2 metres apart.</p> <p>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.</p> <p>Ensure safe entrance and exit routes with appropriate signage in place.</p>	Yes	<p>All work stations are 1m between children and adults and 2m between adults, where this is not possible PPE should be worn between adults and children and 2m between adults(where possible) apart</p> <p>N/A</p> <p>Entrance and exit routes identified</p>	Low	
Risk of coronavirus infection spreading due to large class sizes and reduced space	<p>Keep cohorts together where possible and ensure: 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</p> <p>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)</p> <p>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	Children are based in bubbles which will have two adults and potentially one lunch supervisor. They will not mix with other bubbles.	Low	
Risk of coronavirus infection spreading due to large class sizes and reduced space	<p>Reduce mixing within education or childcare setting by: accessing rooms directly from outside where possible</p> <p>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</p> <p>staggering breaks to ensure that any corridors or circulation routes used have a limited number of pupils using them</p> <p>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</p> <p>ensuring that toilets do not become crowded by limiting the number of children or young people who use the toilet facilities at one time</p> <p>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>	Yes	One-way circulation not possible but staggered breaks will support distancing in corridors. Breaks are identified on each group page Toilets are identified on each page Daily video identifies rules and support is available where required	Low	
Risk of coronavirus infection spreading due to large class sizes and reduced space	<p>Use outside space: for exercise and breaks</p> <p>for outdoor education, where possible, as this can limit transmission and more easily allow for distance between children and staff</p> <p>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> <p>For shared rooms: 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</p> <p>stagger the use of staff rooms and offices to limit occupancy.</p>	Yes	<p>Outdoor tents have been purchased to provide open air classrooms Outdoor equipment will not be used if fixed. Washable and rotational resources will be used and cleaned after use. Lunch hall will be shared with each group accessing a new table which will be cleaned before being put away on a rota basis so only one group access the space at any one time. PE has a risk assessment for suitable activities.</p> <p>All shared spaces have an occupancy limit on the door. This has been risk assessed against a suitable 1m between children and adults and 2m between adults, where this is not possible PPE should be worn</p> <p>Breaks are staggered and occupancy identified on each door/ entrance for every room.</p>	Low	

	<p>Reduce the use of shared resources: by limiting the amount of shared resources that are taken home and limit exchange of take-home resources between children, young people and staff</p> <p>by seeking to prevent the sharing of stationery and other equipment where possible. Shared materials and surfaces should be cleaned and disinfected more frequently</p> <p>resources which are not easily washable or wipe-able have been removed</p> <p>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>	Yes	Individual resources including adult packs have been made. People will access their own resources which will be cleaned regularly and at the end of each day. All soft furnishings or complex items have been removed or covered in each room. Distance fitness will be used or distanced rounders where children keep one bat and a new ball is used each time. New floor games wanted on yard will help children to distance.	Low	
Risk of coronavirus infection spreading due to large class sizes and reduced space	<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> <p>PE</p> <p>Practical science lessons</p> <p>DT/ FT</p>	Yes	PE: PE will be individual using the outdoor or hall space. Children will have their own work stations and will undertake fitness. Practical science art and DT including use of playdough and sand in EYFS - children will have their own resources in their own bags or on desks to use. These resources will be binned after use. This will apply to all lessons involving resources beyond a pencil and pen or large play items in EYFS which will be cleaned after each use.	Low	
Poor Psychological / Staff / Pupil Wellbeing – due to personal, workload, returning to school issues, etc.	<p>Approach to support wellbeing, mental health and resilience in place, including bereavement support</p> <p>How staff are supported to follow this within their own situations and that of pupils and colleagues is clear.</p> <p>covid-19-guidance-for-the-public-on-mental-health-and-wellbeing</p>	Yes	Staff wellbeing calls and chats have taken place, Staff training on mental health and wellbeing has been delivered to all staff who have completed the certificate course. The school have reconnected curriculum planned which will focus on mental health and wellbeing. The school have made consistent referrals to the healthy minds team and have trained mental health champions in school. The HOS will be responsible for a response and appropriate support will be provided. Website guidance for home learning activities is also	Low	
Risk of coronavirus infection spreading due to use of transport	<p>Adjust transport arrangements where necessary including: encourage parents and children and young people to walk or cycle to their education setting where possible</p> <p>make sure schools, parents and young people follow the Coronavirus (COVID-19): safer travel guidance for passengers when planning their travel</p> <p>ensure that transport arrangements cater for any changes to start and finish times</p> <p>make sure transport providers do not work if they or a member of their household are displaying any symptoms of coronavirus</p> <p>make sure transport providers, as far as possible, follow hygiene rules and try to keep distance from their passengers</p> <p>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> <p>LAs or transport providers could consider the following: guidance or training for school transport colleagues</p> <p>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</p> <p>cordoning off seats and eliminating face-to-face seating, where vehicle capacity allows, to help passengers spread out</p> <p>communicating revised travel plans clearly to contractors, local authorities and parents where appropriate (for instance, to agree pick-up and drop-off times)</p>	Yes	Parents will have staggered collection and drop off time as per class RA. Safer travel guidance will be referenced in the parents policy and code of conduct for CV 19 Markers will identify a 1m between children and adults and 2m between adults, where this is not possible PPE should be worn between adults Staff will not engage with discussions at drop off and pick up- again in parent code of conduct. Parents can phone the office for a senior leader for urgent concerns. For children accessing LA transport only 4 pupils will be able to travel by bus. One in a taxi.	Low	

<p>Risk of coronavirus infection spreading to children and staff at schools</p>	<p>To help ensure that the risk of virus spread for both staff and children is as low as possible you should:</p> <p>Ensure no visitors will be allowed entry into the building unless directed by the Head teacher or Senior Leader and agreed appointment.</p> <p>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)</p> <p>consider how children arrive at the education or childcare setting and reduce any unnecessary travel on coaches, buses or public transport</p> <p>ensure class sizes reflect the numbers of teaching staff available and are kept as small as possible</p> <p>stagger lunch times, break times and the movement of pupils around the school to reduce large groups of children gathering</p> <p>discourage parents from gathering at school gates</p> <p>try to follow the social-distancing guidelines</p> <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>Yes</p>	<p>Visitors will only be allowed access for safeguarding or essential running and maintenance (with social distancing) or where the outcomes of not allowing a person into school may be a greater risk and social distancing can be observed such as Ep or CAMHs for urgent assessments etc. In group RA identify the staggered break and lunch times. Parent contract will include travel expectations in line with government travel guidance. All staff will maintain a distance where possible and whenever possible within the setting. Children will be kept in phase bubbles which will not mix with other bubbles.</p>	<p>Low</p>	
<p>Lack of first aid provision due to staff shortages</p>	<p>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 epipens, 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.</p> <p>You may be able to link up with other schools near to you to share first aid provision.</p> <p>https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2/early-years-foundation-stage-coronavirus-disapplications</p>	<p>Yes</p>	<p>First aiders will be onsite at all times and have in date training. Where possible they may oversee low level first aid for a child in another bubble at a distance. For serious first aid needs the risk of not providing care outweighs the risk of the virus and the first aider will attend the child using full PPE. CPR guidance will be followed by staff with the addition of mouth guards for mouth to mouth resuscitation.</p>	<p>Low</p>	
<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> <p>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</p> <p>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.</p> <p>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 1m between children and adults and 2m between adults, where this is not possible PPE should be worn between adults and children and 2m between adults (where possible) distance and there is a risk of them being splashed with spit/saliva then there may be a case for PPE given we are now in sustained community transmission. A surgical mask should be worn and a risk assessment made over eye protection (it's possible that this would be needed if pupil spitting). If any direct contact/care provided then disposable aprons and gloves should also be used... a face visor may be the better option.</p> <p>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>	<p>Yes</p>	<p>In respect of staff anxiety and safety we have purchased PPE for all staff and this will be optional as long as they abide by the guidance on PPE use. PPE must be worn for intimate care such as first aid and toileting/ nappy changes. Face visors are available as an alternative or additional measure.</p>	<p>Low</p>	
<p>What happens if there is a confirmed case of coronavirus in a setting?</p>	<p><u>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.</u></p>	<p>Yes</p>	<p>Policy will be followed.</p>		

