



RISK ASSESSMENT TEMPLATE - CAH (Revision: 2)

ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (REVISION 2) – 19/05/2020 (Page 1 of 30)		DATE OF ASSESSMENT 26 th May 2020
ESTABLISHMENT/SCHOOL Biddick Hall Infant and Nursery School	SECTION/TEAM ALL	
WHO MIGHT BE HARMED? Employees, pupils, and essential visitors		HOW MANY ARE AFFECTED? 200+

The current position is school has been open to those in identified groups with very low numbers in attendance between 2 and 5 pupils. This is slowly increasing and recently 8 have been in attendance including some children of staff members.

This document has been produced in conjunction with all Government guidance

All risk has been assessed to minimise risk as much as possible and make our school as infection free as it can be.

The risk assessment cannot guarantee safety of pupils and staff but if followed will mitigate risk as far as possible

It is staff members' responsibility read and understand this document and implement the measures described

It is staff member's responsibility to ensure that pupils adhere to all social distancing (SD) measures and procedures to protect themselves.

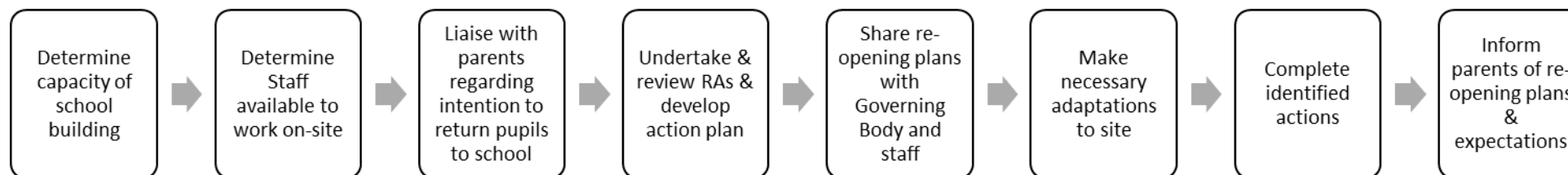
"This document has been produced in conjunction with Government, Public Health England and Department for Education guidance.

All known hazards have been identified, the risks evaluated and control measures put in place to minimise the spread of the virus, as far as reasonably practicable.

We cannot eliminate all risk, but if this risk assessment is followed it will mitigate risk as far as reasonably practicable.

It is the staff's responsibility to read and understand this document and implement the control measures described to ensure, where reasonably practicable, that pupils adhere to all social distancing, infection control measures and follow school specific requirements."

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 alongside the actions within this document, including but not limited to:

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ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (Page 2 of 34)	DATE OF ASSESSMENT
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HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES IN PLACE AT BIDDICK HALL INFANT AND NURSERY SCHOOL	✓ 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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<ul style="list-style-type: none"> • 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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Premises and equipment, water, etc. not maintained to statutory requirements:	Premises and utilities have been health and safety checked and building is compliant	✓	Action at Biddick Hall Infant and Nursery school: The fire alarm testing usually takes place weekly by the caretaker of the children's Centre. The children's centre is currently closed. The HT will check logs to see how often it is being carried out currently. Caretaker carries out weekly padlock checks to ensure swift opening of locked gates to facilitate swift and safe exit from the building	Low
	<ul style="list-style-type: none"> • Water treatments <i>Caretaker carries out weekly flushing and checking of water outlets. External company carries out fortnightly water checks. Completion logs checked weekly by a member of SLT</i> • Fire alarm testing 	X		Medium
	<ul style="list-style-type: none"> • Repairs <i>All repairs will be undertaken via STC Asset Management Dept. Gold level SLA.</i> • PAT testing 	✓		Low

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ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice **(Page 3 of 34)** DATE OF ASSESSMENT

HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES IN PLACE AT BIDDICK HALL INFANT AND NURSERY SCHOOL	✓ 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
	<p><i>All PAT Testing conducted prior to Covid lockdown. Renewal date is January 2021.</i></p> <ul style="list-style-type: none"> • Fridges and freezers <i>Fridges and microwave ovens currently available to staff to be thoroughly cleaned at the end of each day by caretaker or cleaners.</i> • Boiler/ heating servicing • Internet services <i>Internet and computing facilities remain the responsibility of current provider - ICT in Schools.</i> 	✓		Low
		✓	Any IT support will be managed remotely	Low
	<ul style="list-style-type: none"> • Insurance covers reopening arrangements Insurance arranged through South Tyneside Council 	✓	Current risk assessments to be reviewed and amended to reflect COVID 19 and	Low

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	<ul style="list-style-type: none"> • Any other statutory inspections <p>Fire Risk Assessment and evacuation procedures reviewed and disseminated to all staff.</p> <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>	X	<p>disseminated to all staff</p> <p>Fire procedure:</p> <p>During this period it cannot be guaranteed that fire wardens will be available. The teacher in each classroom bubble is therefore to take charge of pupils and staff in their bubble and ensure everyone leaves the building via their fire exit classroom door and assemble in the main yard standing in class lines 2 metres apart. The SLT delegates responsibility to their TA to check the toilets in their key stage.</p> <p>Office staff and the HT exit via main reception. Paper registers completed by office staff and the signing in book to be taken to assembly point by the administrative staff. Administration team call 999 emergency services.</p> <p>All staff must sign in and out of the building in order to be able to keep accurate records of who is on site.</p> <p>A fire evacuation practice to take place as new systems become operational. Fire logs completed. Ensure all staff are aware of new procedures around wedging open fire doors from TWFRS and adhere to this instruction at all times.</p>	Low

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Risk of coronavirus infection spreading to children and staff due to inadequate infection control procedure	<p>Head teacher/Assistant head teachers 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>Daily updates from DFE e mailed to HT. All members of SLT keep up to date with recent guidance and discuss at weekly SLT meetings. Actions agreed and disseminated as appropriate. All government guidelines have been taken into account when assessing the school for risk and for agreeing new classroom organisation.</p> <p>Teachers share key information about hygiene daily. Teachers 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 	<p>✓</p> <p>✓</p>	<p>No visitors to be allowed in school .Policy updated to reflect this .</p> <p>Key hygiene information located around school. Age appropriate media , videos, posters , signage around school and in all bathroom areas to ensure pupils can follow the steps of good handwashing routines.</p> <p>Age appropriate daily information about respiratory hygiene and crook of arm and the appropriate use of tissues is shared at the beginning of each day</p> <p>Info shared on school website so all school population is aware of measures taken.</p> <p>Handwashing song on school website to ensure children follow the same routines at home and school.</p> <p>Revised home /school agreement to outline roles and responsibilities of all stakeholders during the pandemic including the importance of human disclosure should someone in the household be displaying symptms.</p> <p>A letter sent out to parents outlining the measures we have taken to allow more pupils to attend school. This will also be used by parents to prepare pupils for the changes they will see when attending.</p> <p>A letter to parents - asking them to share good practice with pupils at home and to encourage the continuation of this behaviour at school.</p> <p>Cleaning Information:</p> <p>Additional cleaning over and above the contracted hours through our SLA will take place. Additional cleaning hours to be agreed</p>	<p>Reduced to low by purchase of signage and information posters.</p> <p>Reduced to low by the sourcing of</p>

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Risk of coronavirus infection spreading to children and staff due to inadequate infection control procedure	as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, more regularly than normal		<p>through our SLA contract. This will involve cleaning all tables and chairs and paying close attention to regularly touched areas especially telephones, copier machines, door handles and doors and keyboards. Cleaner will always be available to clean toilets/sick bay/first aid areas after use.</p> <p>After each use of school equipment, staff members are expected to wipe the item clean (eg photocopier, keyboard, telephone, etc).</p> <p>Non classroom members of staff to wipe down their own work area, including chair, telephone, keyboard, at the end of each work shift. These areas will be cleaned by the cleaner but this is an additional cleaning measure.</p> <p>Cleaners to wear LA provided uniforms on site and may change into and out of uniforms in the workplace.</p> <p>Senior administrative officer will be supervising all cleaning in the school.</p> <p>LA cleaners will still work their contracted hours at the beginning and end of the day. The extra hours are an additional measure.</p> <p>Senior administrative officer and Caretaker will liaise with the LA cleaning supervisor to ensure that all cleaning in school will be at the highest level.</p> <p>All classroom bubbles will have a hand sanitiser station.</p>	additional cleaning hours through the SLA

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<p>Risk of coronavirus infection spreading to children and staff due to inadequate infection control procedure</p>			<p>All pupils and staff members have access to soap and and water - either in classroom bubble or in the toilet areas.</p> <p>All classes to be issued with a number of key resources both indoors and outdoors which are for sole use of individual bubble groups. All resources to be cleaned regularly throughout the day and at the end of each session.</p> <p>No school exercise books will be used during this period. No marking of work is expected during this period.</p> <p>Water play is not advised due to risk of transmission. Wet hands can spread the virus which is why people are advised to thoroughly dry their hands after washing.</p> <p>Teacher to reinforce cleaning and hygiene messages during the day.</p> <p>Teachers to supervisor hand washing and hand sanitising.</p> <p>All classroom bubbles and work areas windows to be open during room use.</p> <p>use of toilets - pupils will be supervised by classroom staff. Classroom staff to ensure no crowding of toilet areas and SD measures are maintained at all times.</p> <p>All staff may change into and out of work clothes on the premises.</p> <p>All rooms to ensure windows and doors are open regularly to allow fresh air to circulate.</p>	<p>Low</p>

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Risk of coronavirus infection spreading to children and staff due to inadequate infection control procedure			<p>All staff aware of safety regulations of opening fire exits and fire doors</p> <p>Paper towels to be provided as an alternative to hand dryers which have been isolated and are out of use</p> <p>Waste bins in each room and frequently emptied.</p> <p>All waste removed at end of each session</p> <p>Ventilation and air conditioning units have been checked and maintained.</p> <p>Where a known or suspected Covid 19 case has been reported, a full clean will be completed as per the specific guidelines given by the government.</p> <p>Goods entering the site will be cleaned and stored before distribution for 72 hours.</p> <p>Cleaning of toilets after use: Following use of any toilet in the school buildings, cleaner will be asked to clean that area as soon as possible. After pupil use - classroom staff to inform reception that toilet has been used – Admin staff to contact cleaner - cleaner will be given information to clean that specific toilet. After adult use - inform reception staff after use and same procedure will apply. Staff also asked to use cleaning materials to leave toilet clean after use. This is an initial measure and will be followed by an additional clean from the cleaner.</p> <p>Sick bay / Gents toilet(Admin corridor) will be</p>	Low

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			available for a pupil whilst in the sick bay. ONCE USED IT MAY NOT BE USED AGAIN UNTIL CLEANED	

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<p>Risk of coronavirus infection spreading to children and staff due to inadequate infection control procedure</p>	<p>ensure that all adults and children:</p> <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') <ul style="list-style-type: none"> ● 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 to queries for anyone working in early years through to universities, plus parents- 08000468687-8am -6pm</p>	√	<p>Signage, age appropriate posters and other media sources. Specific hygiene procedures planned into the daily curriculum.</p> <p>Additional lidded waste bins for used tissues in each classroom to be double bagged and removed after each session.</p> <p>If a child requires specific help with handwashing, staff must stand to the side of the pupil avoiding any face to face contact and ensure extra handwashing after any support is given. (Staff risk assessed in the clinically vulnerable group to return to work must NOT give this level of support , this to be delegated to their teaching partner from their bubble)</p> <p>All pupils to ensure they wear clean recently washed clothes each day. Uniform is not necessary but clothing suitable for a school day is essential , for example jogging bottoms/leggings and a t shirt along with Velcro fastening shoes.</p> <p>HT to liaise with LA cleaning service to source additional cleaning hours to ensure increased cleaning</p> <p>Senior administrative officer liaises with caretaker daily to audit supplies of cleaning equipment - stock take conducted on a daily basis to ensure good stocks of everything needed in school to ensure good hygiene measures.</p>	<p>Low</p> <p>Reduced to low due to staffing partnership pairings</p>

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Risk of coronavirus infection spreading to children and staff due to inadequate infection control procedure	(Monday to Friday) or 10am -4pm Saturday and Sunday		<p>Normal first aid: Normal first aid to be only carried out at the area of incident.</p> <p>Staff administering routine first aid must wear at least gloves and make every effort to minimise sustained contact with the injured person and whenever possible stand to the side rather than in front of the injured person.</p> <p>Stocks are kept in each classroom with additional supplies in the first aid cupboard A mask, gloves, apron and face shield should be part of each first aid kit.</p> <p>A major first aid incident will necessitate that a face mask, gloves, shield and apron are worn and these should be put on prior to giving support to the injured person. Any staff member who is clinically vulnerable and has been risk assessed to be in work MUST NOT administer any kind of first aid, their teaching colleague from their bubble will undertake this task. In a major incident please call for a member of SLT and paediatric first aider if available. Senior admin officer to ensure all first aid kits are checked on a weekly basis and supplies replenished. First aiders to follow government guidelines. First aiders must wash their hands or use hand sanitiser before and after treating a casualty. First aider to ensure all protocols are followed (paperwork, informing parents, etc) before the</p>	Reduced to low due to the purchase of additional PPE

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Risk of coronavirus infection spreading to children and staff due to inadequate infection control procedure			<p>end of the session.</p> <p>First aiders must assess the injured party from A safe distance initially if this is possible. If a casualty requires CPR then this should be administered by chest compressions only and not rescue breaths as adequate infection control for first aiders cannot be maintained.</p> <p>Paediatric advice</p> <p>Paediatric cardiac arrest is unlikely to be caused by a cardiac problem and is more likely to be a respiratory one, making ventilations crucial to the child's chances of survival. The most important thing is to act quickly to ensure the child gets the treatment they need in the critical situation.</p> <p>The importance of calling an ambulance and taking immediate action cannot be stressed highly enough. If a child is not breathing normally and no actions are taken, their heart will stop and full cardiac arrest will occur. Therefore, if there is any doubt about what to do, you need to follow the statement below: It is likely that the child/infant having a cardiac arrest will be known to you. We accept that doing rescue breaths will increase the risk of transmitting the COVID-19 virus, either to the rescuer or the child/infant. However, this risk is small compared to the risk of taking no action as this will result in certain cardiac arrest and the death of the child.</p> <p>First aider/cleaner to clean areas after administering first aid before returning to classroom bubble.</p>	

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			<p>Administration of medication: Administration of medication will be performed by any qualified first aider Policy Amendment May. Pupils taking antibiotics must not attend school until the course is complete. Pupils with Asthma and as such identified in the clinically vulnerable category can only return to school after medical advice has been sought.</p> <p>Areas used or touched during first aid will be cleaned by first aider/cleaner before returning pupil to classroom. Gloves must be worn during this process and hands washed before and after process. All areas used during this process must be cleaned by staff member administering the medication.</p> <p>Named Paediatric first aider on site at all times when pupils are present. If the named first aider is off due to sickness, SLT will allocate staffing to cover this. To ensure that there will always be a first aider on site all staff will update first aid training online if it is due to expire.</p> <p>Staff to inform SLT of the incident of any major incident, SLT is aware to call emergency services if required.</p> <p>No first aid to be administered unless this is by a trained first aider. Amendment to first aid policy that any member of staff with a first aid certificate can administer medication.</p>	

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			<p>PPE available for use by all staff and pupils. Video shared to staff about how to use the equipment safely. Staff can wear face coverings if they feel this is necessary when administering first aid but is only compulsory for staff giving first aid for major incidents. Staff wearing face covering/shield are advised to: wash hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting face covering on and after removing it. Avoid touching face or face covering/shield as you could contaminate them with germs from hands. Continue to wash hands regularly. Ensure face shields are cleaned with anti bacterial wipe/spray after each use. Practise SD whenever possible.</p>	

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ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (Page 15 of 34)				DATE OF ASSESSMENT
HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES IN PLACE AT BIDDICK HALL INFANT AND NURSERY SCHOOL	✓ 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
<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 non-healthcare settings. <p>guidance-to-educational-settings-about-covid-19</p>		<p>It is essential that those who have been risk assessed for a return to work DO NOT support pupils or colleagues who display symptoms Symptom advice shared on website and MYSCHOOLAPP</p> <p>Sick bay established in the meeting room at the front of the building. The room is to be used for this purpose ONLY. Signage to inform staff of the necessary use of PPE when entering this room. Gents toilet in Admin corridor is the designated toilet for those with symptoms. This toilet is not to be used by any other members of staff.</p> <p>Any child showing any symptoms will be taken to the front office to await collection.</p> <p>Procedure for pupils with symptoms Classroom staff (not those clinically vulnerable who have been risk assessed) ensure they are wearing full PPE and take child to the sick bay room. Maintain stringent 2 metre distance and wear mask, shield and gloves to walk child to sick bay. Instruct child to go and sit on the plastic chair near the window (room is set up each morning to be ready in the event of symptomatic adult/child) child near window and open window.</p>	

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HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES IN PLACE AT BIDDICK HALL INFANT AND NURSERY SCHOOL	✓ 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
Child/Adult is unwell and it is believed that they have been exposed to COVID-19.			<p>Observe child through the viewing glass and enter if the child is distressed or requires assistance. Reassure and tell them you are here to help whilst we wait for parent /carer Staff member in full PPE to stay with child until collected.</p> <p>Admin staff to call parents if any child shows any symptoms. Parents informed that they must be available to collect their child immediately if we call them with this information. If a parent is unable or unwilling to collect their child immediately, Admin staff will inform member of SLT immediately and this will be dealt with as a safeguarding issue.</p> <p style="background-color: #ffff00;">Any tissues/sick bowl that has been used by an ill pupil/staff member must be double bagged and stored for 72 hours prior to disposal. Any waste that could be COVID 19 contaminated must be stored in the meter cupboard with clear signage whilst awaiting clearance for disposal</p> <p style="background-color: #ffff00;">Once area has been used IT MUST NOT BE USED AS A SICK BAY FOR ANOTHER PERSON UNTIL IT HAS BEEN THOROUGHLY CLEANED</p> <p>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 and book a test. Their fellow household members should self-isolate for 14 days or until a negative test result is received.</p>	

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HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES IN PLACE AT BIDDICK HALL INFANT AND NURSERY SCHOOL	✓ 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
			<p>The other children and staff in that bubble will be sent home initially and advised that someone in the group has presented with symptoms. This will allow for the classroom and resources to be thoroughly cleaned. As long as the wider group show no symptoms they can return to school the next day.</p> <p>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. If a parent refuses to access a test then they must keep their child at home for 14 days the school must be extra vigilant for symptomatic children/staff in that group.</p> <p>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.</p> <p>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.</p> <p>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>As part of the national test and trace programme, if other cases are detected within the cohort or in the wider setting, Public Health England's local health protection teams will conduct a rapid investigation and will advise schools and other settings on the most</p>	

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ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (Page 18 of 34)			DATE OF ASSESSMENT	
HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES IN PLACE AT BIDDICK HALL INFANT AND NURSERY SCHOOL	✓ 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
			<p>appropriate action to take. In some cases a larger number of other children, young people may be asked to self-isolate at home as a precautionary measure – perhaps the whole class, site or year group. Where settings are observing guidance on infection prevention and control, which will reduce risk of transmission, closure of the whole setting will not generally be necessary.”</p> <p>Person with symptoms -</p> <ul style="list-style-type: none"> • Parent MUST BE ADVISED to organise a test • Positive result = initial case 7 days isolation AND all other people in their bubble & other people they have been in contact with to be tested if symptomatic and remain at home until a negative result is received or for 14days. • Negative result = proof to be given to school before anyone in the bubble is allowed back to school <p>Rest of people in bubble:</p> <p>Sent home initially to allow for school cleaning with the recommendation to book a test if symptomatic or return to school the next day. If above person comes back positive – everyone in the bubble MUST have test if symptomatic and follow Public Health guidelines - 14 days isolation</p>	

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ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (Page 19 of 34)

DATE OF ASSESSMENT

HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES IN PLACE AT BIDDICK HALL INFANT AND NURSERY SCHOOL	✓ 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
			<p>If a child complains of feeling unwell or presents as unwell their temperature will be taken. If above 38 degrees child to be isolated as per risk assessment and parent carer called for.</p> <p>If below then it should be checked again in 15 minutes.</p>	

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ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (Page 20 of 34)				DATE OF ASSESSMENT
HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES IN PLACE AT BIDDICK HALL INFANT AND NURSERY SCHOOL	✓ 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
<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 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>HT will follow all advice given by Government and LA HR on who can return to work and who should remain at home. Staff rota in place - all staff aware of when they are expected to work in the school building.</p> <p>All staff have been informed that if they wish to attend school building and they are not on the rota that day, they must see permission from HT before doing so. Remote working will be completed where possible. Staff living with those clinically extremely vulnerable will be assigned preparation tasks which can be completed remotely initially. HT has called all staff who cannot work during this period due to health concerns. Where shielding is required, copy of government letter presented and are not expected to work in school building. Staff members to keep HT up to date with developments. Other staff members with vulnerable health concerns have been encouraged to work at home where this is available. If their role does not support this they will be stringently risk assessed for a possible return to work. RA to be shared with all school staff; asking all staff members to read the document and reply to say they have done so. Even if a staff member does not reply to say they have read the document, it will be assumed that they have done so and are willing to follow all guidelines outlined</p>	

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HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES IN PLACE AT BIDDICK HALL INFANT AND NURSERY SCHOOL	✓ 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
		✓	<p>It is felt that as part of the staff team of Biddick Hall Infant and Nursery School School, it is staff's professional responsibility to read and follow the content outlined in this document. If a staff member does not agree with any part of the RA, they are to email/telephone the Head with their concerns. These will be discussed with SLT and answer given as soon as possible.</p> <p>Staff have been and will continue to be advised to share all union advice around their concerns to ensure the HT is in tune with the current staff view.</p> <p>All affected staff members have been kept up to date with developments and the HT gives bi weekly updates via e mail.</p> <p>All documentation to support staff wellbeing is forwarded to all staff upon receipt into school and staff are encouraged to take note of the contents.</p>	

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HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES IN PLACE AT BIDDICK HALL INFANT AND NURSERY SCHOOL	✓ 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 shielded and clinically vulnerable persons via pupil or staff attending school	<p>If a child, young person or a member of staff lives with someone who is clinically vulnerable (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>Audit of parents undertaken. All parents were asked:if you were offered a place at school for your child, would you accept it? Once definite numbers are collated SLT to risk assess all pupils taking into account any health issues within their family at present before offering a school place. Any child in the clinically vulnerable group must seek medical advice before any return to school is confirmed</p> <p>All parents informed of requirements within school and informed if their child cannot or will not follow procedures put in place, we will discuss this with parents and actions taken. Appendix to school's behaviour policy added</p> <p>Pupils not offered a place will be encouraged to continue learning with school's daily homework tasks.</p> <p>Staff working remotely will pick up the role of calling pupils weekly to check in on them and ensure all is well. Any safeguarding concerns arising from the call must be reported to a member of the safeguarding team immediately.</p>	

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HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES IN PLACE AT BIDDICK HALL INFANT AND NURSERY SCHOOL	✓ 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
<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:</p> <ul style="list-style-type: none"> avoiding contact with anyone with symptoms frequent hand cleaning and good respiratory hygiene practices regular cleaning of settings minimising contact and mixing <p>It is still important to reduce contact between people as much as possible, and we can achieve that and reduce transmission risk by ensuring children, young people and staff where possible, only mix in a small, consistent group and that small group stays away from other people and groups.</p> <p>PHE is clear that if early years settings, schools and colleges do this, and crucially if they are also applying regular hand cleaning, hygiene and cleaning measures and handling potential cases of the virus as per the advice, then the risk of transmission will be lowered.</p> <p>Where settings can keep children and young people in those small groups 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 6 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 their bubble 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. <p>Desks should be spaced as far apart as possible.</p>	✓	<p>Pupils across EYFS will be initially offered a place offered a place as they are now eligible for a test.</p> <p>All classrooms will have handwashing posters on display to support daily teaching. Posters and health information and social distancing markers specifically targeted at pupils.</p> <p>Each day will start with teacher asking –about childrens health. Children to be aware of symptoms in an age appropriate way.</p> <p>Procedures in school to ensure contact between people is kept to a minimum:</p> <p>Staff entrance –Main reception no more than half an hour before your bubble arrives. Staff leave as soon as their bubble leave.</p> <p>Pupil entrance and exit – main yard and reception class side gate.</p> <p>Detail:</p> <p>Reception area / sign in & out in Staff and Governors book. Admin staff will sign you in and out, please ensure you make very clear to them you have entered and left the building.</p> <p>Essential visitors - reception staff to sign them in and out in visitors book</p> <p>Visitors to school are discouraged but it is acknowledged that some visitors are necessary. Visitors are deemed to be any adult who is not on the school payroll (including Governors).</p>	

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ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (Page 24 of 34)	DATE OF ASSESSMENT
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HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES IN PLACE AT BIDDICK HALL INFANT AND NURSERY SCHOOL	✓ 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 due to large class sizes and reduced space</p>		<p>✓</p>	<p>All staff members and visitors to use hand sanitiser upon leaving the reception area.</p> <p>. Main door This is the pupil entrance and exit for those bubbles in our previous y1/y2 classes. Entry will be staggered and markings on the yard and signage will support parents in maintaining a 2 metre distance on entry and exit. Parents will not cross the identified line and will drop children at the walking zone. Parents will exit via the side gate into the carpark . Staff will direct from a safe distance.</p> <p>Side Gate reception class Entry and exit will be on a one in one out basis with parents remaining beyond the perimeter fence until it is safe to enter with their child. They will be asked to leave their child at the end of the path, markings will indicate. Children will see their teacher and walk into the building</p> <p>Guidelines state that we should be keeping people in bubbles. Identified classrooms will be class bubbles. 6x classrooms and 2x nursery area spaces. 6 pupils in each. The hall and Smarties provision to be used for key worker pupils. Each bubble will have a consistent Teacher and TA/HLTA.</p>	
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Risk of coronavirus infection spreading due to large class sizes and reduced space	•	✓	<p style="color: red;">Those staff returning with a risk assessment as clinically vulnerable will always work with a colleague NOT in this identified category.</p> <p>Staff breaks Not timetabled - pupils in for 2hours – initially. Classroom staff asked to work either the morning or afternoon session. There will be no crossover of parents, pupils or staff as the morning bubbles will finish at 11/ 11.30 and the afternoon bubbles commence at 12.30/1pm Staff will be asked to arrive on the premises 30 minutes before their session begins and leave as soon as their bubble have been dismissed. Staff have their lunch break at home staff work remotely for the rest of the day. The Administrative team will work on a rota of 2 days or 3 days in school to ensure there is always administrative support with staff working in an office individually.</p> <p>Lunch Hot meals will not be provided on the premises for those attending in the morning, they shall leave with a packed lunch. Pupils attending the afternoon bubbles will eat their packed lunch in their designated classrooms. Hot meals for those in key category groups will continue to be served in the hall as previously. As all staff are working part time , it is strongly advised that they do not bring food into school and eat lunch at home. Those providing lunchtime supervision are entitled to a free</p>	
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ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (Page 26 of 34)			DATE OF ASSESSMENT	
HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES IN PLACE AT BIDDICK HALL INFANT AND NURSERY SCHOOL	✓ 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>Recording of attendance: TA's to call Reception with numbers in attendance. Ensure the telephone is wiped after use.</p> <p>Yard & outdoor space There will be no cross over of resources to support outdoor play. Staff will be assigned specific resources to support outdoor play with their bubble class. There will be staggered times for outdoor play and designated spaces. Blue/green class bubble to work in the Y1 outdoor area. Violet/indigo class bubble to use grass area beyond y2 classrooms Main yard for key worker children YR outdoor space and under cover area used by 2 separate bubble groups ,1 in each. Nursery outdoor space used by the bubble working in the nursery environment. Keep fit sessions in class during inclement weather.</p> <p>PE sessions can be carried out in each bubbles identified outdoor space.</p>	

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HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES IN PLACE AT BIDDICK HALL INFANT AND NURSERY SCHOOL	✓ 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>.Classroom bubbles</p> <p>Each classroom bubble allocated for use during this period has been measured by caretaker</p> <p>Max occupancy of pupils per room:</p> <ul style="list-style-type: none"> ○ Blue room = 6 ○ Green room = 6 ○ Violet room = 6 indigo room=6 yellow room=6 orange room=6 Nursery space =6 Nursery space 2 =6 Hall (key worker)=15 Smarties (key worker)=8 <p>Initially whilst part time I am using 3 classrooms and 1 nursery space each morning and a different 3 classrooms and nursery space in the afternoon. This removes the necessity for lunchtime cleaning of classrooms. If pupils return full time or we move to double bubbles then lunchtime cleaning of all areas will be a necessity. Staff capacity will be running at a maximum with 22 staff necessary to maintain consistent staffing of bubbles with no crossover.</p> <p>Sanitiser station located at entry of each classroom - all pupils and staff must use this (with consent) on entry to classroom.</p>	
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HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES IN PLACE AT BIDDICK HALL INFANT AND NURSERY SCHOOL	✓ 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>All staff members who would normally occupy the above rooms have been given the opportunity to remove any personal items from room before set up of classroom bubble.</p> <p>All rooms to be cleared of unnecessary equipment and desks in order to operate as a functioning classroom bubble which adheres to SD and other H&S requirements. HT, AHT & caretaker to lead on organising each classroom bubble during w.c 1.06.20, ready for use for w.c 15.06.20.at the earliest and dependent on Government information.</p> <p>Equipment Pupils will be given their own box of key resources with their name on. Children will be taught to clean their own personal equipment.All items to be cleaned at end of each day. All classes will be given a box of outdoor and sporting equipment for their use. All equipment and box will be cleaned at the end of each day. Each bubble will be given their own set of additional resources. Children will be directed to the resources which they can use and these resources need to be cleaned several times during the day. Pupils bring their filled water bottle from home and it remains on their desk.</p>	
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HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES IN PLACE AT BIDDICK HALL INFANT AND NURSERY SCHOOL	✓ 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
Poor Psychological / Staff / Pupil Wellbeing – due to personal, workload, returning to school issues, etc.	<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. covid-19-guidance-for-the-public-on-mental-health-and-wellbeing	✓	<p>Mental Health Champions appointed before Covid 19. All staff aware of MHC. Staff receive regular updates and emails sent by HT stating she is always available to speak to.</p> <p>Documentation to support emotional wellbeing is emailed to staff and raised in regular HT e mails.</p>	

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ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (Page 30 of 34) **DATE OF ASSESSMENT**

HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES IN PLACE AT BIDDICK HALL INFANT AND NURSERY SCHOOL	✓ 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 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> <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>Cleaning non classroom areas HT - her office</p> <ul style="list-style-type: none"> • Admin office • Relationships Manager-office • AHT Nursery office <ul style="list-style-type: none"> • Admin staff - on rota with 1 week in 2 days and the other 3 days alternating. They work alone in the office and are contactable only by telephone. • All non classroom staff members will be expected to clean their areas after use - including telephone, keyboard and chair. These areas will be cleaned by the cleaner but this is an additional cleaning action. <p>All deliveries to school to be left in reception area. Caretaker to wipe down and Administration team to distribute 72 hours after cleaning.</p> <p>Visitors will be discouraged but it is accepted that there may be an occasion when this is essential. These meetings will be kept to an absolute minimum.</p> <p>Visitors must sanitise their hands before leaving reception area. Interactions between staff, pupils, contractors and visitors to be kept to absolute minimum and work completed remotely where possible.</p> <p>Signage on the gate to ask anyone with symptoms not to enter the premises</p>	

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HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES IN PLACE AT BIDDICK HALL INFANT AND NURSERY SCHOOL	✓ 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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Lack of first aid provision due to staff shortages	<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 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.</p> <p>https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2/early-years-foundation-stage-coronavirus-disapplications</p>	✓	<p>Meetings will be scheduled into school calendar and appointments added to sign in system by reception staff. No visitor will be allowed on premises unless they have an appointment in the calendar. All staff to ensure they add any appointments into school calendar. Parents will not be allowed on school site. All necessary meetings will take place via a telephone conversation.</p> <p>See above re first aid / sick bay.</p> <p>All pupils offered a place back at school have been risk assessed and AHT has produced staff rota to ensure all medical needs will be taken care of by staff working on each day.</p> <p>Pupil YR who currently has a stoma bag will not be offered a place as medical team at RVI are not delivering training sessions which are necessary before this level of medical care can be administered at school.</p>	
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ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (Page 32 of 34)			DATE OF ASSESSMENT	
HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES IN PLACE AT BIDDICK HALL INFANT AND NURSERY SCHOOL	✓ 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 due to lack of PPE	<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>HT to source PPE to ensure it is available for all to use if required and /or requested.</p> <p>Instructional video emailed to staff.</p> <p>All staff aware of RA and its content.</p> <p>All staff to follow all advice within this document - control measures & actions.</p>	

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ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (Page 33 of 34)	DATE OF ASSESSMENT
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HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES IN PLACE AT BIDDICK HALL INFANT AND NURSERY SCHOOL	✓ 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 due to poor communication	<p>Consider the following steps:</p> <ul style="list-style-type: none"> tell children, young people, parents, carers or any visitors, such as suppliers, not to enter the education or childcare setting if they are displaying any symptoms of coronavirus (following the COVID-19: guidance for households with possible coronavirus infection) tell parents that if their child needs to be accompanied to the education or childcare setting, only one parent should attend tell parents and young people their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use) make clear to parents that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely) also think about engaging parents and children in education resources such as e-bug and PHE schools resources 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>Signage on gate - do not enter if you have any of these symptoms ...</p> <p>Letter to parents explaining measures and drop off procedures</p> <p>Teacher vigilance and age appropriate conversations around symptoms.</p> <p>HT to liaise with LA cleaning SLA regarding increased cleaning and cleaning staffing levels</p>	

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ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (Page 34 of 34)			DATE OF ASSESSMENT	
HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES IN PLACE AT BIDDICK HALL INFANT AND NURSERY SCHOOL	✓ 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>			
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				
ASSESSED BY (Print name) Andrea Willis			SIGNED AR Willis	DATE 4/6/2020
LINE MANAGER			SIGNED	REVIEW DATE

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