



RISK ASSESSMENT Coronavirus (Covid 19)

ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (REVISION 2) – 19/05/2020 (Page 1 of 30)		DATE OF ASSESSMENT 22.05.20 Reviewed 14.07.2020 for return in September Reviewed 24.11.2020 Reviewed 04.01.2021
ESTABLISHMENT/SCHOOL Monkton Academy	SECTION/TEAM All	
WHO MIGHT BE HARMED? Employees, pupils, trainees, students and visitors		HOW MANY ARE AFFECTED? All staff and pupils (200+)
<p>Steps of admitting more pupils (school has been open to between 8 - 10 pupils each day during lockdown) This document has been produced in conjunction with all Government guidance All risk has been assessed to minimise the spread of the virus as far as possible 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</p>		
<pre> graph LR A[Determine capacity of school building] --> B[Determine Staff available to work on-site] B --> C[Liaise with parents regarding intention to return pupils to school] C --> D[Undertake & review RAs & develop action plan] D --> E[Share re-opening plans with Governing Body and staff] E --> F[Make necessary adaptations to site] F --> G[Complete identified actions] G --> H[Inform parents of re-opening plans & expectations] </pre>		
<p>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:</p> <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 		

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HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES	If in place	IF 'STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES	RESIDUAL RISK RATING High, Medium, Low
<ul style="list-style-type: none"> • 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' 				
Premises and equipment, water, etc. not maintained to statutory requirements:	Premises and utilities have been health and safety checked and building is compliant <ul style="list-style-type: none"> • Water treatments • Fire alarm testing • Repairs • PAT testing • Fridges and freezers • Boiler/ heating servicing • Internet services • Any other statutory inspections • Insurance covers reopening arrangements • Fire Risk Assessment and evacuation procedures reviewed and disseminated to all staff. 	Yes	<ul style="list-style-type: none"> • Site Supervisor (SS) has continued with daily and weekly checks around school in line with his job description. • All external inspections have taken place as arranged. • All repairs have been undertaken via STC Asset Management Dept. • All PAT Testing conducted prior to Covid lockdown. • Insurance arranged via DfE. • Fridges and microwave ovens currently available to staff to be thoroughly cleaned at the end of each day by SS. • Internet and computing facilities remain the responsibility of current provider - ICT in Schools. • All current school RA reviewed. • Covid 19 Policy shared with staff. • Appendix to current Behaviour Policy implemented. Behaviour expectations explained to parents. Regular updates on school website, App and social media links. • There may be incidents in school where social distancing is not safe to do so (e.g. in case of fire). Where possible SD will be 	L

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			<p>maintained if safe to do so at assembly point.</p> <ul style="list-style-type: none"> ● Use of toilet - 1 person in the toilet room at time. If on entering the toilet room - you note the use of one of the toilets - it is staff responsibility to leave the toilet room and wait until it is clear of staff before entering and using the facilities. ● Staff to wipe all handles/toilet seat and used surfaces before leaving the area ● See also additional cleaning rota and Monkton Covid 19 plan. <p>Fire procedure:</p> <ul style="list-style-type: none"> ○ During this period, it cannot be guaranteed that fire wardens will be available. ○ The teacher in classroom bubbles is therefore to take charge of pupils and staff in their bubble and ensure everyone leaves the building. ○ All other staff to ensure they leave the building as soon as possible. ○ Reception staff to ensure a record of all staff on site is available. It is essential that all staff on site sign in at reception. ○ Teacher to inform reception staff of any missing people from their bubble. ○ No member of staff to enter building if a fire incident is in place unless they are trained as a fire warden. ○ Reception staff to telephone 999 emergency services as soon as possible. 	
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			<ul style="list-style-type: none"> ○ Fire evacuation point to remain as school yard. 	
	<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>		<ul style="list-style-type: none"> ● New internal layouts and access points agreed. ● Staff entrance – reception. ● Children are now in year group pods. ● Different pods enter and exit school at different points and times (see plan) ● Classroom and office doors to be wedged open during use but left closed when vacated. ● All internal and external fire doors to remain closed as per normal building practice. ● External hall doors to remain closed ● All fire escapes routes to be kept clear at all times, as per normal building practice. 	L

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<p>Risk of coronavirus infection spreading to children and staff due to inadequate infection control procedure</p>	<p>Lead/Head teacher to regularly check the latest government advice for schools and to ensure the advice is shared and followed. See links for latest advice - Actions for education & childcare settings to prepare for wider opening from 1 June 2020.</p> <p>Teachers share key information about hygiene daily. LHT, DHT and HOS to remind children at the start of the day. Resources are 'Catch it, Bin it, Kill it' poster and handwashing video and e-Bug resources to teach pupils about hygiene – information posters are displayed around the school and every classroom.</p> <p>Pupils, students, staff and visitors should wash their hands:</p> <ul style="list-style-type: none"> ● before leaving home ● on arrival at school ● after using the toilet ● after breaks and sporting activities ● before food preparation ● before eating any food, including snacks ● before leaving school ● Soap and water is more effective than using sanitisers ● Minimise contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend childcare settings, schools or colleges ● follow the COVID-19: cleaning of non-healthcare settings guidance ● ensure that sufficient handwashing facilities are available. Where a sink is not nearby, provide hand sanitiser in classrooms and other learning environments ● clean surfaces that children and young people are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, more regularly than normal 	Yes	<ul style="list-style-type: none"> ● Updates from DFE read by HT. Updates and action as necessary. Info shared with wider school population as necessary. ● All government guidelines have been taken into account when assessing the school for risk and for agreeing new building layout. ● Key hygiene information located around school. Prevent and symptoms information shared with pupils at the start of each day. Info shared on social media so all school population is aware of measures taken. ● HT to share photographs of school on social media. This will show school population 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. ● Letter to parents - asking them to share good practice with pupils at home and to encourage the continuation of this behaviour at school. ● Cleaner routines to change so that toilet areas are cleaned more often. Classrooms to be wiped down at lunchtime in addition to normal requirements (see additional cleaning routines). 	

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			<p>Cleaning Information:</p> <ul style="list-style-type: none"> See additional cleaning plan for specifics and person(s) responsible. Staff member to wipe down all tables and chairs at the end of the morning session with appropriate solution Cleaner to pay particular attention to telephones, copier machines, door handles and doors and keyboards. After each use of school equipment, staff members are expected to wipe the item clean (e.g. photocopier, keyboard, telephone, etc). 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. Cleaner will be given a uniform to wear during working hours and then taken home in wash bag. SS will be supervising all cleaning in the school. Cleaners will still come in at the end of the day as usual and additional lunchtimes. SS will ensure all cleaning in school will be at the highest level. 	
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			<ul style="list-style-type: none"> All classroom pods will have a hand sanitiser station. All pupils and staff members have access to soap and water - either in classroom bubble or in the toilet areas. Cleaning equipment - stock take conducted on a daily basis to ensure good stocks of everything needed in school to ensure good hygiene measures. All pupils issued with their own stationery wallet - items and bag to be cleaned by pupils at the end of each day. All classes/ year groups to be issued with box of PE/sporting equipment for outdoor use - items and box to be cleaned at the end of the day by pupils. All pupils' work will be stored in school exercise books. Marking is permitted and books allowed home if necessary. Teacher to reinforce cleaning and hygiene messages during the day. Teachers to supervisor hand washing and hand sanitising. All classroom pods and work areas - windows to be open during room use. 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. All pupils to ensure they wear clean recently washed clothes each day. 	
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			<ul style="list-style-type: none"> • All rooms to ensure windows and doors are open regularly to allow fresh air to circulate. • Staff must try to maintain social distancing rules (especially within 1 metre) where possible or wear the necessary PPE equipment. However it is recognised that this is difficult especially in small group situations. • Paper towels to be provided as an alternative to hand dryers. • Waste bins in each room and frequently emptied. • Tissue bins to be provided and emptied regularly. • All waste removed at end of each day. • Ventilation and air conditioning units have been checked and maintained. • 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. • Goods entering the site will be cleaned. • See school planning document for further details. 	

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<p>Risk of coronavirus infection spreading to children and staff due to inadequate infection control procedure</p>	<ul style="list-style-type: none"> ● ensure that all adults and children: <ul style="list-style-type: none"> ○ frequently wash their hands with soap and water for 20 seconds and dry thoroughly. ○ clean their hands on arrival at the setting, before and after eating, and after sneezing or coughing ○ are encouraged not to touch their mouth, eyes and nose ○ use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it') ● ensure that help is available for children and young people who have trouble cleaning their hands independently ● consider how to encourage young children to learn and practise these habits through games, songs and repetition ● ensure that bins for tissues are emptied throughout the day ● where possible, all spaces should be well ventilated using natural ventilation (opening windows) or ventilation units ● prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation ● there is no need for anything other than normal personal hygiene and washing of clothes following a day in an educational or childcare setting. ● Capacity of cleaning staff is adequate to enable enhanced cleaning regime. ● Adequate cleaning supplies and facilities around the school are in place. ● Arrangements for longer-term continual supplies are in place. ● Sufficient time is available for the enhanced cleaning regime to take place. <p>There is a dedicated helpline number for education and children's social care related queries for anyone working in early years through to universities, plus parents - 0800 046 8687 – 8am to 6pm (Monday to Friday) or 10am to 4pm (Saturday to Sunday)</p>	Yes	See details in school's additional planning document.	L

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<p>Child/Adult is unwell and it is believed that they have been exposed to COVID-19.</p>	<p>If anyone develops coronavirus (COVID-19) symptoms of coronavirus in an education setting they must be sent home and advised to follow the staying at home guidance.</p> <ul style="list-style-type: none"> • If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. • Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people. • If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else. • PPE should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). • In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care • If a member of staff has helped someone who was taken unwell with symptoms of coronavirus, they do not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people. You can find guidance on cleaning in non-healthcare settings. <p>guidance-to-educational-settings-about-covid-19</p>	<p>Yes</p>	<ul style="list-style-type: none"> • Symptom advice shared on social media. “Do not attend ...” poster shared with parents. • First aid /sick bay established in school office. Isolation area located in area is the library. • Named first aider on site at all times when pupils are present (5 1st Aiders in total). No first aid to be administered unless this is by a trained first aider. • PPE available for use by all staff and pupils. Advice shared to staff about how to use the equipment safely. • Staff and pupils can wear face coverings if they feel this is necessary but is only compulsory when on transport and for staff giving first aid. • Staff and pupils wearing face covering are advised to: <ul style="list-style-type: none"> ○ 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 as you could contaminate them with germs from hands. ○ Change face covering if it becomes damp or you have been touching it. ○ Continue to wash hands regularly. ○ Change and wash face covering daily. 	<p>M</p>

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			<ul style="list-style-type: none"> ○ If the material is washable, was in line with manufacturer's instructions. If it is not washable - dispose of it carefully in the normal waste. ○ Practise SD whenever possible. ● Any child showing any symptoms will be taken to isolation area to await their parent's collection. <p>Procedure for pupils with symptoms</p> <ul style="list-style-type: none"> ● Classroom staff take child to first aid / sick bay area. Sit child near window and open window if possible. ● Classroom staff phone named first aider to come over to sick bay. ● When first aider arrives, they put on all necessary PPE equipment. ● Once first aider is prepared, classroom staff can now return to their classroom. ● First aider/staff member to stay with child until collected. ● Reception 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, reception staff will inform member of SLT immediately and this will be dealt with as a safeguarding issue. 		

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			<ul style="list-style-type: none"> • Full area not to be used until cleaning is carried out. • Incident recorded on school log. <p>Person (Adult or child) with symptoms -</p> <ul style="list-style-type: none"> • Parent/ self MUST organise a test. • Positive result = 7 days isolation AND all other people in their pod & other people they have been in close contact with (e.g. transport) to self - isolate for 10 days. • Negative result = child/ adult allowed back in school. <p>Staff in school The latest advice from Public Health is: Any member of staff who has had contact with the child/ member of staff, the following questions will be asked Have you been within 1m (without PPE) for more than 1 minute? Have you been within 2m (without PPE) for more than 15 minutes? If the answer to any of the questions is yes, they will self-isolate for the same period as the bubble. If not, they are free to remain in school if need be. This may be dependent upon their role within school. However, the school believes that minimum contact with the school environment, so the member of staff may also work from home. In addition, the staff member will be asked if they display any Covid 19</p>		

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			<p>symptoms and will be recommended to go for a test. It also maybe appropriate to apply for a test, even if no symptoms are observed after 7 days.</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, 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 10 days. The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms.</p> <p>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 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>		

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			<p>Normal first aid:</p> <ul style="list-style-type: none"> • Normal first aid to be only carried out in this area. • Classroom staff to take child to sick bay / first aid area and telephone named first aider to come over to building. • Child to sit near window, with window open. • When first aider arrives, they put on all necessary PPE equipment. • Once first aider is prepared, classroom staff can now return to their classroom. • EA 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 aiders to consider cross contamination that could occur which was covered in their training. • All waste will be disposed of by cleaner during the day. This is part of her work schedule. • First aider to ensure all protocols are followed (paperwork, informing parents, etc) before the end of the school day. Incident recorded in 1st Aid book. • All trained first aiders must exercise extreme caution when treating any injury to any party as the social distancing 		

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			<p>measure of 2 metres may have to be breached to facilitate treatment by close and direct contact.</p> <ul style="list-style-type: none"> • First aiders must assess the injured party from a distance of 2 metres and where treatment has been identified as required first aiders must wear latex free protective gloves and protective face masks whilst treating any type of injury or casualty and must wash hands immediately after treatment has been completed. • 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. • First aider to clean areas used during this process before returning to classroom pod. <p>Administration of medication:</p> <ul style="list-style-type: none"> • Administration of medication will be performed in the usual manner, ensuring SD measures at all times. • EA or SLT will administer medication as required to those pupils who require it. • Areas used or touched during first aid will be cleaned by first aider before returning pupil to classroom. • Gloves must be worn during this process and hands washed before and after process. 		

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HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES	If in place	IF 'STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES	RESIDUAL RISK RATING High, Medium, Low
			<ul style="list-style-type: none"> All areas used during this process must be cleaned by staff member administering the medication. <p>Cleaning of toilets after use:</p> <ul style="list-style-type: none"> Following use of any toilet in the school buildings, cleaner will be asked to clean that area as soon as possible. Toilets cleaned 4 times per day. 	
Risk of coronavirus infection spreading to shielded and clinically vulnerable adults	<p>Clinically extremely vulnerable individuals are advised not to work outside the home. We are strongly advising people, including education staff, who are clinically extremely vulnerable (those with serious underlying health conditions which put them at very high risk of severe illness from coronavirus and have been advised by their clinician or through a letter) to rigorously follow shielding measures in order to keep themselves safe. Read COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable</p> <p>Clinically vulnerable individuals who are at higher risk of severe illness (for example, people with some pre-existing conditions as set out in the staying-at-home-and-away-from-others have been advised to take extra care in observing social distancing and should work from home where possible.</p> <p>Education and childcare settings should endeavour to support this, for example by asking staff to support remote education, carry out lesson planning or other roles which can be done from home. If clinically vulnerable (but not clinically extremely vulnerable) individuals cannot work from home, they should be offered the safest available on-site roles, staying 2 metres away from others wherever possible, although the individual may choose to take on a role that</p>	Yes	<ul style="list-style-type: none"> HT will follow all advice given by Government and LA HR on who can return to work and who should remain at home. Currently, all staff are in school. Staff pods in place - all staff aware of when they are expected to work in the school building. 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. Pregnant staff members - not to work in school - will work at home. Any staff members with vulnerable health concerns have been encouraged to work at home where this is available. If working on school premises, SD must be adhered to. PPE and cleaning products available to all. RA to be shared with all school staff; asking all staff members to read the document and reply to sign they have 	L

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ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (Page 17 of 30)				DATE OF ASSESSMENT
HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES	If in place	IF 'STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES	RESIDUAL RISK RATING High, Medium, Low
	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>done so. It will be assumed that they are willing to follow all guidelines outlined, it is staff's professional responsibility to read all documents.</p> <ul style="list-style-type: none"> • If a staff member does not agree with any part of the RA, they are to email the Principal with their concerns. These will be discussed with Principal and other SLT and answer given as soon as possible. • Staff have been and will continue to be given opportunity to raise any concerns they have around their safety via the Leadership team. • All affected staff members have been kept up to date with developments and have spoken to Principal. 	
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</p>	Yes	<p>Audit of parents undertaken. All parents were asked:</p> <p>(a) have your household circumstances changed - i.e. you have been asked to return to work - and you need a place at school for your child due to childcare issues; and</p> <p>(b) if you were offered a place at school for your child, would you accept it?</p> <p>All parents asking for a place for their child - the pupil was risk assessed, taking into account any health issues within their family at present before offering a school place.</p>	L

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ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (Page 18 of 30)				DATE OF ASSESSMENT
HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES	If in place	IF 'STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES	RESIDUAL RISK RATING High, Medium, Low
	individuals to attend. They should be supported to learn or work at home.		<p>All parents informed of requirements within school and informed if their child cannot or will not follow procedures put in place, we will discuss this with parents and actions taken.</p> <p>Pupils not offered a place will be encouraged to continue learning with school's home learning tasks.</p> <p>Daily checks will be undertaken for any absent children.</p> <p>All safeguarding concerns will continue to be reported to the schools DSL for action.</p>	

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ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (Page 19 of 30)

DATE OF ASSESSMENT

HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES	If in place	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 15 pupils per small group and one teacher (and, if needed, a teaching assistant). • If there are any shortages of teachers, then teaching assistants can be allocated to lead a group, working under the direction of a teacher. • Vulnerable children and children of critical workers in other year groups should also be split into small groups of no more than 15. 	<p>Yes</p>	<ul style="list-style-type: none"> • Pupils within a special needs school will require more reminders of all measures than mainstream pupils. • All rooms in use will have posters and health information on display - specifically targeted at pupils. • Each day will start with teacher asking - have you displayed any of these symptoms since you left school last night. Symptoms - a new, continuous cough, a high temp, loss of taste and/or smell. • Actions performed by school to ensure contact between people is kept to a minimum: • Staff entrance - reception <ul style="list-style-type: none"> • Pupil entrance and exit – upper and lower gates. <p>Detail:</p> <p>1. Reception area / sign in & out area</p> <ul style="list-style-type: none"> • The electronic sign in system will be used during this period. • All staff must report to reception area on arrival and at the end of their shift to enable reception staff to sign in and out. • Essential visitors - reception staff to sign them in and out. • Visitors to school are discouraged but it is acknowledged that some visitors are 	<p>L</p>

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ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (Page 20 of 30)	DATE OF ASSESSMENT
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HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES	If in place	IF 'STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES	RESIDUAL RISK RATING High, Medium, Low
	<ul style="list-style-type: none"> Desks should be spaced as far apart as possible. 		<p>necessary. Visitors are deemed to be any adult who is not on the school payroll (including Governors).</p> <ul style="list-style-type: none"> All staff to ensure if they are expecting a visitor - they must inform reception staff. All staff members and visits to use hand sanitiser upon leaving the reception area. <p>See additional rota for each pod. All breaks are individual to each pod as they run a separate timetable. See school's planning document and pod timetable for additional information. Children will be escorted or supervised for any activity or movement around school.</p> <p>Recording of attendance: Normal register procedures in operation.</p> <p>Information passed to EA to complete relevant forms.</p> <p>Equipment</p> <ul style="list-style-type: none"> Pupils will be given a see through zip bag with their name on holding their own stationery. All items and bag to be cleaned by pupil at end of each day. 	

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ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (Page 21 of 30)

DATE OF ASSESSMENT

HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES	If in place	IF 'STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES	RESIDUAL RISK RATING High, Medium, Low
			<ul style="list-style-type: none">• All classes/ year groups will be given a box of outdoor and sporting equipment for their use.• All equipment and box will be cleaned by pupils at the end of each day.	

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ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (Page 22 of 30)				DATE OF ASSESSMENT
HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES	If in place	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>Secondary schools and colleges, the same principle of halving classes will normally apply:</p> <ul style="list-style-type: none"> It is also sensible to rearrange classrooms and workshops with sitting positions 2 metres apart. Where very small classes might result from halving, it would be acceptable to have more than half in a class, provided the space has been rearranged. Again, support staff may be drawn on in the event there are teacher shortages, working under the direction of other teachers in the setting. Ensure safe entrance and exit routes with appropriate signage in place. <p>Each setting's circumstances will be slightly different. Any setting that cannot achieve these small groups at any point should discuss options with their local authority or trust. This might be because there are not enough classrooms or spaces available in the setting or because they do not have enough available teachers or staff to supervise the groups. Solutions might involve children attending a nearby school. If necessary, settings have the flexibility to focus first on continuing to provide places for priority groups and then, to support children's early learning, settings should prioritise groups of children as follows:</p> <ul style="list-style-type: none"> early years settings - 3 and 4 year olds followed by younger age groups infant schools - nursery (where applicable) and reception primary schools - nursery (where applicable), reception and year 1 	N/A	Not relevant in our setting.	
Risk of coronavirus infection	Keep cohorts together where possible and ensure:	Yes		L

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ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (Page 23 of 30)				DATE OF ASSESSMENT
HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES	If in place	IF 'STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES	RESIDUAL RISK RATING High, Medium, Low
spreading due to large class sizes and reduced space	<ul style="list-style-type: none"> children and young people are in the same small groups at all times each day, and different groups are not mixed during the day, or on subsequent days the same teacher(s) and other staff are assigned to each group and, as far as possible, these stay the same during the day and on subsequent days, (secondary and college settings there will be some subject specialist rotation of staff) wherever possible children and young people use the same classroom or area of a setting throughout the day, with a thorough cleaning of the rooms at the end of the day. In schools and colleges, you may want to consider seating students at the same desk each day if they attend on consecutive days 		Classroom pods <ul style="list-style-type: none"> Pupils and staff will stay together for the full day. PPA system in operation. Maintain social distancing in teaching activities by staff. Outdoor time timetabled - area 1 and 2 of field used by classroom pods. Cleaning rota followed. 	
Risk of coronavirus infection spreading due to large class sizes and reduced space	Reduce mixing within education or childcare setting by: <ul style="list-style-type: none"> accessing rooms directly from outside where possible considering one-way circulation, or place a divider down the middle of the corridor to keep groups apart as they move through the setting where spaces are accessed by corridors staggering breaks to ensure that any corridors or circulation routes used have a limited number of pupils using them staggering lunch breaks - children and young people should clean their hands beforehand and enter in the groups they are already in, groups should be kept apart as much as possible and tables should be cleaned between each group. If such measures are not possible, children should be brought their lunch in their classrooms ensuring that toilets do not become crowded by limiting the number of children or young people who use the toilet facilities at one time noting that some children and young people will need additional support to follow these measures (for example, routes round school marked in braille or with other meaningful symbols) 	Yes	<ul style="list-style-type: none"> Establishment of year group pods. Separate pupil entrance and exit. Timetable of outdoor time. Use of hand sanitiser on arrival into classroom (with consent). Lunches taken separately by each pod in the hall. Classroom staff to supervise toilet visits - to ensure no overcrowding of these areas. Classroom staff to supervise hand washing. 	L

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ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (Page 24 of 30)				DATE OF ASSESSMENT
HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES	If in place	IF 'STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES	RESIDUAL RISK RATING High, Medium, Low
Risk of coronavirus infection spreading due to large class sizes and reduced space	<p>Use outside space:</p> <ul style="list-style-type: none"> • for exercise and breaks • for outdoor education, where possible, as this can limit transmission and more easily allow for distance between children and staff • although outdoor equipment should not be used unless the setting is able to ensure that it is appropriately cleaned between groups of children and young people using it, and that multiple groups do not use it simultaneously. Read COVID-19: cleaning of non-healthcare settings <p>For shared rooms:</p> <ul style="list-style-type: none"> • use halls, dining areas and internal and external sports facilities for lunch and exercise at half capacity. If class groups take staggered breaks between lessons, these areas can be shared as long as different groups do not mix (and especially do not play sports or games together) and adequate cleaning between groups between groups is in place, following the COVID-19: cleaning of non-healthcare settings guidance • stagger the use of staff rooms and offices to limit occupancy. 	Yes	<ul style="list-style-type: none"> • Timetable for use outdoor space. • Shared areas will be placed on a daily basis to enable these areas to have a thorough cleaning - these will be used under classroom staff supervision. • Classroom pod has their own box of sporting / outdoor equipment to use. All equipment and box cleaned at end of each day by pupils. • Keyboards in ICT Suite must be cleaned if used before lunchtime. 	L
	<p>Reduce the use of shared resources:</p> <ul style="list-style-type: none"> • by limiting the amount of shared resources that are taken home and limit exchange of take-home resources between children, young people and staff • by seeking to prevent the sharing of stationery and other equipment where possible. Shared materials and surfaces should be cleaned and disinfected more frequently • resources which are not easily washable or wipe-able have been removed • although practical lessons can go ahead if equipment can be cleaned thoroughly and the classroom or other learning environment is occupied by the same children or young people in one day, or properly cleaned between cohorts 	Yes	<ul style="list-style-type: none"> • See above re individual and classroom resources. • Reception staff to sign people in and out - no use of shared materials in reception. • All classroom pods have been developed to only have essential equipment in. All items not used removed. 	L

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ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (Page 25 of 30)				DATE OF ASSESSMENT
HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES	If in place	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>Consideration has been given to what activity is more difficult/ not possible to be undertaken with social distancing in place?</p> <p>Each activity should be risk assessed and should not be run unless the risks can be mitigated</p> <ul style="list-style-type: none"> • PE • Practical science lessons • DT/ FT 	Yes	<ul style="list-style-type: none"> • PPE available for all staff and pupils wishing to use it. • PPE must be used by first aiders • Staff meeting - 01.06.20 – information detailing all school plans and risk assessments. Additional staff meeting 13.07.2020. All relevant documentation sent to staff • Advice and reminders sent in school email to all staff on 24.11.2020. Additional meeting 04.01.2021/05.01.2021 • No practical lessons to be undertaken without consent of SLT. If wishing to hold practical lessons, staff member should present a risk assessment of lesson to SLT for consideration. 	L
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. <p>covid-19-guidance-for-the-public-on-mental-health-and-wellbeing</p>	Yes	<ul style="list-style-type: none"> • Mental Health Champions appointed before Covid 19. All staff aware of MHC. • Staff given regular updates and emails sent stating SLT and MHC are always available to speak to. • MHC TS - to offer appointments to any member of staff wishing to seek advice, guidance or to talk through their thoughts. • Place 2 Be/ Mental Health Champion support for any affected staff or pupils. 	L
Risk of coronavirus	Adjust transport arrangements where necessary including:	Yes	No public or private transport to be used without the agreement of the Principal.	L

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ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (Page 26 of 30)

DATE OF ASSESSMENT

HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES	If in place	IF 'STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES	RESIDUAL RISK RATING High, Medium, Low
infection spreading due to use of transport	<ul style="list-style-type: none"> encourage parents and children and young people to walk or cycle to their education setting where possible make sure schools, parents and young people follow the Coronavirus (COVID-19): safer travel guidance for passengers when planning their travel ensure that transport arrangements cater for any changes to start and finish times make sure transport providers do not work if they or a member of their household are displaying any symptoms of coronavirus make sure transport providers, as far as possible, follow hygiene rules and try to keep distance from their passengers take appropriate actions to reduce risk if hygiene rules and social distancing is not possible, for example when transporting children and young people with complex needs who need support to access the vehicle or fasten seatbelts <p>LAs or transport providers could consider the following:</p> <ul style="list-style-type: none"> guidance or training for school transport colleagues substituting smaller vehicles with larger ones, or running 2 vehicles rather than one, where possible, to reduce the number of passengers per vehicle and increase the amount of space between passengers cordoning off seats and eliminating face-to-face seating, where vehicle capacity allows, to help passengers spread out communicating revised travel plans clearly to contractors, local authorities and parents where appropriate (for instance, to agree pick-up and drop-off times) 			
Risk of coronavirus infection spreading to children and staff at schools	<p>To help ensure that the risk of virus spread for both staff and children is as low as possible you should:</p> <ul style="list-style-type: none"> Ensure no visitors will be allowed entry into the building unless directed by the Head teacher or Senior Leader and agreed appointment. 	Yes	<ul style="list-style-type: none"> Visitors will be discouraged, however it is accepted that some meetings are essential. These meetings will be kept to an absolute minimum. 	L

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ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (Page 27 of 30)

DATE OF ASSESSMENT

HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES	If in place	IF 'STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES	RESIDUAL RISK RATING High, Medium, Low
	<ul style="list-style-type: none"> 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>		<ul style="list-style-type: none"> 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. Signage on the gate to ask anyone with symptoms not to enter the premises. 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 be allowed on school site in a supervised capacity. Face to face meeting will only be held if necessary. Deliveries to be taken directly to entrance hall. 	
Lack of first aid provision due to staff shortages	Risk assess the current provision – the staff and pupils medical conditions need to be taken into consideration, e.g. diabetes, allergies and the use of epi-pens, how far you are away from an A&E, etc. Where applicable you will need to ensure least one person who has a full paediatric first aid (PFA) certificate to be on the premises. You may be able to link up with other schools near to you to share first aid provision. https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2/early-years-foundation-stage-coronavirus-disapplications	Yes	<ul style="list-style-type: none"> See above re first aid / sick bay. See above re first aid 	L
Risk of coronavirus infection	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	Yes	<ul style="list-style-type: none"> PPE is available for all to use if requested. 	L

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ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (Page 28 of 30)				DATE OF ASSESSMENT
HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES	If in place	IF 'STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES	RESIDUAL RISK RATING High, Medium, Low
spreading to children and staff due to lack of PPE	<p>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. 		<ul style="list-style-type: none"> • Instructional video emailed to staff. • All staff aware of RA and its content. • All staff to follow all advice within this document - control measures & actions. 	
Risk of coronavirus	Consider the following steps:	Yes		L

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ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (Page 29 of 30)				DATE OF ASSESSMENT
HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES	If in place	IF 'STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES	RESIDUAL RISK RATING High, Medium, Low
infection spreading to children and staff due to poor communication	<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 		<ul style="list-style-type: none"> • Signage on door - do not enter if you have any of these symptoms. • Letter to parents explaining measures and drop off procedures. • Teacher asking all pupils on arrival at school - have you displayed any of these symptoms since you left school last night? • Information on social media explaining procedures and measures to parents and pupils - advice to be included re not attending if anyone has any symptoms. 	

The risk assessment templates are intended as a starting point to consider the steps you may need to take to control the risks. It is unlikely that they will be appropriate for each individual school and they should therefore be adapted for your own specific circumstances. The manager/Head must develop them taking into account individual requirements and using any specific manufactures guidelines/instructions.

ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (Page 30 of 30)	DATE OF ASSESSMENT
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HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES	If in place	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>Are there any other foreseeable hazards associated with this activity? YES / NO</p>	<p style="text-align: center;"><u>List any additional control measures</u></p> <p>Staff sickness procedure:</p> <ul style="list-style-type: none"> If any staff member is feeling unwell - they must inform DHT and Head's PA (even if they are not on rota to attend school building). If the illness relates to Covid 19, if they have been in school building during past 14 days, all people they have been in contact with must be informed and advised to get tested. These people will not be allowed into school unless they have produced a negative test result or have isolated for 14 days. Staff member must arrange a test and will only be allowed back to work on production of negative result or after 14 days isolation. If sickness is not Covid related, staff member to stay off work until they are well. All staff illnesses will be added to sickness log in usual manner. <p>Grounds:</p> <ul style="list-style-type: none"> SS to ensure grounds are kept in a safe and secure manner. 		<p>The school has a number of other risk assessments that will need to be used in conjunction with this document.</p>	
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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](#)

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ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (Page 31 of 30)				DATE OF ASSESSMENT	
HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES	If in place	IF 'STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES	RESIDUAL RISK RATING High, Medium, Low	
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 Working safely during coronavirus					
ASSESSED BY (Print name) Steve Bowler			SIGNED SP Bowler	DATE 01/06/20 Reviewed 14/07/2020 Reviewed 24/11/2021 Reviewed 07.01.2021	
LINE MANAGER			SIGNED	REVIEW DATE 11/02/2021	

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