

RISK ASSESSMENT TEMPLATE - CAH (Revision: 7)



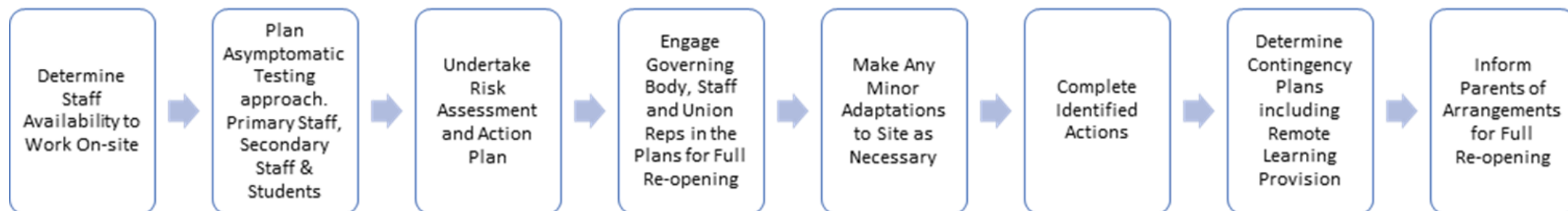
South Tyneside Council

ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (REVISION 7) – 26/2/2021 (Page 1 of 36)	DATE OF ASSESSMENT 26/05/2020 Revised 03/07/20 Revised 16/07/20 Revised 1-9-20 Revised 6.10.20, Revised 11.1.21 Revised 12.2.21 Revised 26.2.21
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ESTABLISHMENT/SCHOOL Mortimer Primary School	SECTION/TEAM
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WHO MIGHT BE HARMED? Employees, pupils, trainees, students and visitors	HOW MANY ARE AFFECTED? 700+
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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:

- 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'

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.

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HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES	In place? ✓ or ✗	ACTION TO BE TAKEN TIMESCALES OR ADDITIONAL CONTROL MEASURES	RISK RATING High, Medium, Low
Premises and equipment, water, etc. not maintained to statutory requirements:	<p>It is important that, prior to reopening for the autumn term, all the usual pre-term building checks are undertaken to make the school safe. If buildings have been closed or had reduced occupancy during the coronavirus (COVID-19) outbreak, water system stagnation can occur due to lack of use, increasing the risks of Legionnaires' disease. Advice on this can be found in the guidance on <u>Legionella risks during the coronavirus outbreak</u>.</p> <p>Additional advice on safely reoccupying buildings can be found in the Chartered Institute of Building Services Engineers' guidance on <u>emerging from lockdown</u>.</p> <p>Once the school is in operation, it is important to ensure good ventilation. Advice on this can be found in Health and Safety Executive guidance on <u>air conditioning and ventilation during the coronavirus outbreak</u>.</p> <p>In classrooms, it will be important that schools improve ventilation (for example, by opening windows).</p> <p>Premises and utilities have been health and safety checked and building is compliant</p> <ul style="list-style-type: none"> • Water treatments • Fire alarm testing • Repairs • PAT testing • Fridges and freezers • Boiler/ heating servicing • Internet services • Any other statutory inspections • Insurance covers reopening arrangements • Fire Risk Assessment and evacuation procedures reviewed and disseminated to all staff. 	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	All existing Control measures up to date Water treatment testing has been ongoing during lockdown and 7 weeks holiday. Fire alarm test booked for Wed 3 rd June Repairs will be continued to be carried out by Caretaker PAT testing has been carried out by Caretaker LA buyback covers all other LA will be carrying out repairs on Velux windows in Y2	Low

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	<p>A 'BUILDING RA COVID' assessment has been completed for the general running of the building.</p> <p>NB: TWFRS who has confirmed that wedging doors open is not best practice, however due to the COVID-19 crisis wedging classroom doors can be done, but cross corridor doors and doors leading on to a fire escape or stairway must remain in the closed position at all times</p> <p>Any door wedged open must have the wedge removed when the class is vacant even for the shortest period and the school must risk assess this.</p> <p>As for installing barriers in front of doors this is not acceptable under any circumstance, should an area need to be segregated then the use of signage and Fire Exit Door Security Seals should be used which would snap if the door is forced open allowing anyone emergency egress if necessary.</p> <p>Large quantities of high-alcohol-content hand sanitiser should be stored it in a locked storage cupboard or metal cabinet and controlled like other combustibles.</p>	✓	<p>Has been completed</p> <p>Stored in locked cupboard.</p>	Low

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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>The school will ensure that pupils clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating. Regular and thorough hand cleaning is going to be needed for the foreseeable future. Points to consider and implement:</p> <ul style="list-style-type: none"> • has the school enough hand washing or hand sanitiser 'stations' available so that all pupils and staff can clean their hands regularly • can the school ensure that there is enough supervision when using hand sanitiser to eliminate ingestion. Small children and pupils with complex needs should continue to be helped to clean their hands properly. Skin friendly skin cleaning wipes can be used as an alternative • the school will build these routines into school culture, supported by behaviour expectations and helping ensure younger children and those with complex needs understand the need to follow them • 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 	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>Daily updates provided by LA,DFE are shared and read by SLT and Staff</p> <p>The daily register of children will be followed by hygiene advice.</p> <p>Laminated poster on entrance for visitors and parents.</p> <p>Students will wash hands upon arrival at school in their staggered timeslots to avoid overcrowding at washbasins.</p> <p>3 outside washbasins (4 taps at each) providing hot water and soap have been installed in the junior and infant yard to relieve pressure on washbasins in school.</p> <p>All handwashing will be with running water.</p> <p>Hand sanitisers will be available in each practical area.</p> <p>Staff have been updated at meeting (17-7-20) regarding supervision of hand sanitiser for younger pupils and pupils with SEND.</p> <p>Reminders will be given regularly in assemblies and within the normal classroom routines.</p> <p>Soap dispensers will be checked regularly. School will also provide soap bars for practical areas</p> <p>Classroom doors will be tied open to avoid touch point usage.</p> <p>Own stationery wallets will be provided to minimise cross contamination Y1 –Y6</p> <p>Website and FB page will remind parents of this on a regular basis not to send children in if they or someone in their household has symptoms.</p> <p>Caretaker to ensure cleaners use appropriate cleaning products and clean appropriate areas.</p>	<p>M</p>

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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"> • 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 • 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 • 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>As with hand cleaning, schools must ensure younger children and those with complex needs are helped to get this right, and all pupils understand that this is now part of how school operates. Some pupils with complex needs will struggle to maintain as good respiratory hygiene as their peers, for example those who spit uncontrollably or use saliva as a sensory stimulant. This should be considered in risk assessments in order to support these pupils and the staff working with them, and is not a reason to deny these pupils face to face education.</p> <p>There is a dedicated helpline number for education and children's social care related queries for anyone working in early years through to universities, plus parents - 0800 046 8687 – 8am to 6pm (Monday to Friday) or 10am to 4pm (Saturday to Sunday)</p>	<p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p>	<p>Classrooms to be well-ventilated. Use of toilets to be monitored by staff.</p> <p>Individual Risk Assessments will be carried out for pupils who fall into this category.</p> <p>This number will be shared on the website and at staff briefing</p>	<p style="text-align: center;">M</p>

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<p>Risk of coronavirus infection spreading to children and staff due to inadequate infection control procedure</p>	<p>Face Coverings. In primary schools, we recommend that face coverings should be worn by staff and adult visitors in situations where social distancing between adults is not possible (for example, when moving around in corridors and communal areas). Children in primary school do not need to wear a face covering. We are taking this additional precautionary measure for a limited time during this period of high coronavirus (COVID-19) prevalence in the community. These measures will be in place until Easter. As with all measures, we will keep it under review and update guidance at that point.</p> <p>Face coverings are required at all times on public transport (for children over the age of 11) or when attending a hospital as a visitor or outpatient.</p> <p>Points to consider and implement:</p> <ul style="list-style-type: none"> • putting in place a cleaning schedule that ensures cleaning is generally enhanced and includes: <ul style="list-style-type: none"> ○ more frequent cleaning of rooms / shared areas that are used by different groups ○ frequently touched surfaces being cleaned more often than normal • different groups don't need to be allocated their own toilet blocks, but toilets will need to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet • 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 • By the end of the summer term, Public Health England will publish revised guidance for cleaning non-healthcare settings to advise on general cleaning required in addition to the current advice on COVID-19: cleaning of non-healthcare settings guidance. 	<p>✓</p> <p>✓</p> <p>✓</p>	<p>Staff in the vulnerable category have the option of wearing a face covering.</p> <p>Caretaker will clean shared spaces surfaces (practical areas) during afternoon session.</p> <p>Staff provided with surface cleaner.</p> <p>Handwashing signs are in each toilet block.</p>	

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<p>Child/Adult is unwell and it is believed that they have been exposed to COVID-19.</p>	<p>Ensure that pupils, staff and other adults do not come into the school if they have <u>coronavirus (COVID-19) symptoms</u>, or have tested positive in the last 10 days, and ensuring anyone developing those symptoms during the school day is sent home, are essential actions to reduce the risk in schools and further drive down transmission of coronavirus (COVID-19). All schools must follow this process and ensure all staff are aware of it.</p> <p>If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow <u>'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'</u>, which sets out that they must self-isolate for at least 10 days and should <u>arrange to have a test</u> to see if they have coronavirus (COVID-19).</p> <p>If they have tested positive whilst not experiencing symptoms but develop symptoms during the isolation period, they should restart the 10 day isolation period from the day they develop symptoms. This only applies to those who begin their isolation on or after 30 July.</p> <p>Other members of their household (including any siblings) should self-isolate for 10 days from when the symptomatic person first had symptoms.</p> <p>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 and needs of the child, 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.</p> <p>If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <p>PPE must 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). More information on PPE use can be found in the <u>safe working in education, childcare and</u></p>	<p>✓</p>	<p>The Conference Room will be a dedicated space for children showing signs of C19 (any staff members using the Conference room will be asked to vacate, followed by a deep clean). It has a window that opens. The disabled toilet can be used for these children as it is out of bounds currently</p> <p>PPE has been provided by the LEA.</p> <p>Procedure for pupils with symptoms</p> <ul style="list-style-type: none"> • First aider to take child to designated room. Sit child near window and open window. Put on all necessary PPE • First aider to contact a member of the SLT, who will inform parents to collect their child immediately. • First aider to stay with child until collected. • DO NOT ENTER sign to be placed on door of conference room until a deep clean can be carried out. <p>Guidance has been shared with staff in briefing.</p> <p>All staff will read the RA plus relevant documents hyperlinked in Risk Assessment. All staff will be emailed the RA 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>	<p>M</p>

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	<p><u>children's social care settings, including the use of personal protective equipment (PPE) guidance.</u></p> <p>As is usual practice, in an emergency, call 999 if someone is seriously ill or injured or their life is at risk. Anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital.</p>			

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	<p>Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test and Trace.</p> <p>Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with normal household bleach after they have left to reduce the risk of passing the infection on to other people. See the COVID-19: cleaning of non-healthcare settings guidance.</p> <p>Public Health England is clear that routinely taking the temperature of pupils is not recommended as this is an unreliable method for identifying coronavirus (COVID-19).</p>	<p>✓</p> <p>✓</p> <p>✓</p>	<ul style="list-style-type: none"> • All trained first aiders must exercise extreme caution when treating any injury to any party as the social distancing measure of 2 metres may have to be breached to facilitate treatment by close and direct contact • 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 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. • Electronic thermometers have been purchased and available for staff use from the school office. 	<p>M</p>

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<p>Risk of coronavirus infection spreading to shielded and clinically vulnerable adults</p>	<p>Where schools apply the full measures in the Government guidance and the Building and School RAs, the risks to all staff will be mitigated significantly, including those who are extremely clinically vulnerable and clinically vulnerable. We expect this will allow most staff to return to the workplace, although we advise those in the most at risk categories to take particular care while community transmission rates continue to fall.</p> <p>Advice for those who are clinically-vulnerable, including pregnant women, is available.</p> <p>Those individuals who are clinically extremely vulnerable are advised to work from home and not to go into work. Individuals in this group will have been identified through a letter from the NHS or from their GP, and may have been advised to shield in the past. Staff should talk to their employers about how they will be supported, including to work from home where possible, during the period of national restrictions.</p> <p>All other staff should continue to attend work, including those living in a household with someone who is clinically extremely vulnerable.</p> <p>Individuals who were considered to be clinically extremely vulnerable and received a letter advising them to shield are now advised that they can return to work from 1 August as long as they maintain social distancing. Advice for those who are extremely clinically vulnerable can be found in the guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19.</p> <p>School leaders should be flexible in how those members of staff are deployed to enable them to work remotely where possible or in roles in school where it is possible to maintain social distancing. Further details will be sent to all schools and available on the Intranet.</p> <p>Staff and children who are clinically vulnerable or have underlying health conditions but are not clinically extremely vulnerable, may continue to attend school in line with current guidance.</p>	<p>✓</p>	<p>HT will follow all guidance given by Govt and LA HR RA has been passed by governors, South Tyneside Health and Safety and Unions, and all updates are shared and ratified by Chair of Governing Board.</p> <p>All of those staff members who are extremely clinically vulnerable and clinically vulnerable have been referred by HT to COVID 19 Occupational Health. Individual RA's will be put into place when required.</p> <p>Staff in the vulnerable category have the option of wearing a face covering. (Occ health recommendation)</p> <p>Staff who fall into this category will be provided with Good Morning Mortimer Bulletin in their classroom upon arrival to avoid the staffroom notice board. These staff members will be expected to arrive at school and proceed straight to their bubble classroom. Breaks with bubble colleagues are optional. Breaks can be taken individually within their own classrooms if preferred.</p>	<p>M</p>

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	People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace.			
Risk of coronavirus infection spreading to shielded and clinically vulnerable persons via pupil or staff attending school	<p>More evidence has emerged that shows there is a very low risk of children becoming very unwell from coronavirus (COVID-19), even for children with existing health conditions. Most children originally identified as clinically extremely vulnerable no longer need to follow original shielding advice. Parents should be advised to speak to their child's GP or specialist clinician if they have not already done so, to understand whether their child should still be classed as clinically extremely vulnerable.</p> <p>Those children whose doctors have confirmed they are still clinically extremely vulnerable are advised not to attend education whilst the national restrictions are in place. Schools will need to make appropriate arrangements to enable them to continue their education at home.</p> <p>Children who live with someone who is clinically extremely vulnerable, but who are not clinically extremely vulnerable themselves, should still attend education.</p> <p>Parents of clinically extremely vulnerable children will be receiving a letter shortly confirming this advice.</p> <p>Pupils who are shielding or self-isolating We now know much more about coronavirus (COVID-19) and so in future there will be far fewer children and young people advised to shield whenever community transmission rates are high. Therefore, the majority of pupils will be able to return to school. You should note however that:</p> <ul style="list-style-type: none"> • a small number of pupils will still be unable to attend in line with public health advice because they are self-isolating and have had symptoms or a positive test result themselves; or because they are a close contact of someone who has coronavirus (COVID-19) • shielding advice for all adults and children will pause on 1 August, subject to a continued decline in the rates of community transmission of coronavirus (COVID-19). This means that even the small number of pupils who will remain 	✓		

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	<p>on the shielded patient list can also return to school, as can those who have family members who are shielding. Read the current advice on shielding</p> <ul style="list-style-type: none"> • if rates of the disease rise in local areas, children (or family members) from that area, and that area only, will be advised to shield during the period where rates remain high and therefore they may be temporarily absent (see below). • some pupils no longer required to shield but who generally remain under the care of a specialist health professional may need to discuss their care with their health professional before returning to school (usually at their next planned clinical appointment). You can find more advice from the Royal College of Paediatrics and Child Health at COVID-19 - 'shielding' guidance for children and young people. <p>Where a pupil is unable to attend school because they are complying with clinical and/or public health advice, we expect schools to be able to immediately offer them access to remote education. Schools should monitor engagement with this activity (as set out in the section below).</p> <p>Where children are not able to attend school as parents are following clinical and/or public health advice, absence will not be penalised.</p>	✓	<p>In this case, the pupil will be given remote education, (Either via Google Classroom, Tapestry or hard copy pack which will be delivered) according to age and year group of pupil.</p> <p>The school will work closely alongside parents, SENDCO and school nurse to reassure parents.</p>	

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<p>Risk of coronavirus infection spreading due to large class sizes and reduced space</p>	<p>The school will minimise contacts and mixing between people while delivering a broad and balanced curriculum.</p> <p>The overarching principle to apply is reducing the number of contacts between children and staff. This can be achieved through keeping groups separate (in 'bubbles') and through maintaining distance between individuals. These are not alternative options and both measures will help, but the balance between them will change depending on:</p> <ul style="list-style-type: none"> • children's ability to distance • the lay out of the school • the feasibility of keeping distinct groups separate while offering a broad curriculum (especially at secondary) <p>It is likely that for younger children the emphasis will be on separating groups, and for older children it will be on distancing. For children old enough, they should also be supported to maintain distance and not touch staff where possible.</p> <p>Points to consider and implement:</p> <p>How to group children</p> <p>Consistent groups reduce the risk of transmission by limiting the number of pupils and staff in contact with each other to only those within the group. They have been used in schools in the summer term in recognition that children, and especially the youngest children, cannot socially distance from staff or from each other and this provides an additional protective measure. Maintaining distinct groups or 'bubbles' that do not mix makes it quicker and easier in the event of a positive case to identify those who may need to self-isolate, and keep that number as small as possible.</p> <p>However, the use of small groups restricts the normal operation of schools and presents both educational and logistical challenges, including the cleaning and use of shared spaces, such as playgrounds, boarding houses, dining halls, and toilets, and the provision of specialist teaching. This is the case in both large primary and secondary schools.</p>	<p>✓</p>	<p>Social Distancing</p> <ul style="list-style-type: none"> • We will be following social distancing guidelines wherever possible. • Due to the layout of the building, first aid and the nature of children, keeping 2m apart at all times will not be possible or practical and parents should consider this. <p>Large groups of children, moving between classroom and teachers, within one bubble, will be suspended and reviewed Oct Half Term 2020.</p> <p>Small intervention groups will still take place with pupils from the same class. Staff will social distance, keeping 2 metres apart at all times to prevent close contact. Yr2-Yr6.</p>	<p>M</p>

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<p>Risk of coronavirus infection spreading due to large class sizes and reduced space</p>	<p>In this guidance for the autumn term, maintaining consistent groups remains important, but given the decrease in the prevalence of coronavirus (COVID-19) and the resumption of the full range of curriculum subjects, schools may need to change the emphasis on bubbles within their system of controls and increase the size of these groups.</p> <p>Primary schools may be able to implement smaller groups the size of a full class. If that can be achieved, it is recommended, as this will help to reduce the number of people who could be asked to isolate should someone in a group become ill with coronavirus (COVID-19).</p> <p>Schools should assess their circumstances and if class-sized groups are not compatible with offering a full range of subjects or managing the practical logistics within and around school, they can look to implement year group sized 'bubbles'. Whatever the size of the group, they should be kept apart from other groups where possible and older children should be encouraged to keep their distance within groups. Schools with the capability to do it should take steps to limit interaction, sharing of rooms and social spaces between groups as much as possible. When using larger groups the other measures from the system of controls become even more important, to minimise transmission risks and to minimise the numbers of pupils and staff who may need to self-isolate. We recognise that younger children will not be able to maintain social distancing, and it is acceptable for them not to distance within their group.</p>	<p>✓</p>	<p>Bubbles of year groups will be implemented with staggered lunch, start and end times. The use of buddies and monitors will be suspended. Whole School and Age Range Assemblies will be held via Google meet. Individual year groups will have assemblies in the hall remaining in their bubbles. Both yards will be separated for individual year groups.</p> <p>Because of the large size of the school, year group bubbles will be implemented.</p>	

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HAZARDS <small>(including inadequate / lack of arrangements)</small>	EXISTING CONTROL MEASURES	In place? ✓ or ✗	ACTION TO BE TAKEN <small>TIMESCALES OR ADDITIONAL CONTROL MEASURES</small>	RISK RATING <small>High, Medium, Low</small>
Risk of coronavirus infection spreading due to large class sizes and reduced space	<p>Both the approaches of separating groups and maintaining distance are not 'all-or-nothing' options, and will still bring benefits even if implemented partially. Some schools may keep children in their class groups for the majority of the classroom time, but also allow mixing into wider groups for specialist teaching, wraparound care and transport, or for boarding pupils in one group residentially and another during the school day. Siblings may also be in different groups. Endeavouring to keep these groups at least partially separate and minimising contacts between children will still offer public health benefits as it reduces the network of possible direct transmission.</p> <p>All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable. Where staff need to move between classes and year groups, they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults. Again, we recognise this is not likely to be possible with younger children and teachers in primary schools can still work across groups if that is needed to enable a full educational offer.</p>	✓ ✓		L

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HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES	In place? ✓ or ✗	ACTION TO BE TAKEN TIMESCALES OR ADDITIONAL CONTROL MEASURES	RISK RATING High, Medium, Low
Risk of coronavirus infection spreading due to large class sizes and reduced space	<p>Measures within the classroom</p> <p>Maintaining a distance between people whilst inside and reducing the amount of time they are in face to face to contact lowers the risk of transmission. It is strong public health advice that staff in secondary schools maintain distance from their pupils, staying at the front of the class, and away from their colleagues where possible. Ideally, adults should maintain 2 metre distance from each other, and from children. We know that this is not always possible, particularly when working with younger children, but if adults can do this when circumstances allow that will help. In particular, they should avoid close face to face contact and minimise time spent within 1 metre of anyone. Similarly, it will not be possible when working with many pupils who have complex needs or who need close contact care. These pupils' educational and care support should be provided as normal.</p> <p>For children old enough, they should also be supported to maintain distance and not touch staff and their peers where possible. This will not be possible for the youngest children and some children with complex needs and it is not feasible in some schools where space does not allow. Schools doing this where they can, and even doing this some of the time, will help.</p> <p>When staff or children cannot maintain distancing, particularly with younger children in primary schools, the risk can also be reduced by keeping pupils in the smaller, class-sized groups described above. Schools should make small adaptations to the classroom to support distancing where possible. That should include seating pupils side by side and facing forwards, rather than face to face or side on, and might include moving unnecessary furniture out of classrooms to make more space.</p>	✓	<p>A one way system will be enforced in school corridors at peak times. (11.30- 1.30)</p> <p>Pupils will be reminded that there are appropriate times for toilet use, and are encouraged to use these times. Any pupils falling outside of these times will be reminded of the number of pupils allowed in the toilet at any one time (KS2). KS1 will be escorted by support staff.</p> <p>Desks will be arranged to comply were ever possible.</p>	L
Risk of coronavirus infection spreading due to large class sizes and reduced space	<p>Measures elsewhere</p> <p>Groups should be kept apart, meaning that schools should avoid large gatherings such as assemblies or collective worship with more than one group.</p> <p>When timetabling, groups should be kept apart and movement around the school site kept to a minimum. While passing briefly in the corridor or playground is low risk, schools should avoid creating busy</p>	✓	<p>Assemblies in the hall will be operated on a year group only basis. Google Meet will be used by HT and DHT for all other assemblies.</p> <p>Lunch time are staggered and kept to one year group at a time. All children stay together until the year group is finished eating. The tables will be cleaned before the</p>	M

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	<p>corridors, entrances and exits. Schools should also consider staggered break times and lunch times (and time for cleaning surfaces in the dining hall between groups).</p> <p>Schools should also plan how shared staff spaces are set up and used to help staff to distance from each other. Use of staff rooms should be minimised, although staff must still have a break of a reasonable length during the day.</p>		<p>next year group goes in for lunch. Break times have been reduced to one 15 minute break a day. Staffroom has a maximum capacity of 4 staff. Breaks will be taken in practical areas or school garden. Staff toilets have a maximum capacity of 2 members of staff. Nursery toilets are only to be used by Nursery staff.</p>	
	<p>Measures for arriving at and leaving school</p> <p>Travel to school patterns differ greatly between schools. If those patterns allow, schools should consider staggered starts or adjusting start and finish times to keep groups apart as they arrive and leave school. Staggered start and finish times should not reduce the amount of overall teaching time. A staggered start may, for example, include condensing / staggering free periods or break time but retaining the same amount of teaching time, or keeping the length of the day the same but starting and finishing later to avoid rush hour. Schools should consider how to communicate this to parents and remind them about the process that has been agreed for drop off and collection, including that gathering at the school gates and otherwise coming onto the site without an appointment is not allowed.</p> <p>Please ensure that you contact your Road Safety Advisor regarding any changes to start and finishing times to ensure that appropriate safety measures are updated, e.g. School Crossing Patrols, safer parking, etc.</p> <p>The Department for Education will be supporting schools across the summer on how best to communicate with parents and pupils (and staff) on what to expect on their return and the procedures and expectations in relation to the control measures schools have put in place.</p> <p>Schools should also have a process for removing face coverings when pupils and staff who use them arrive at school and communicate it clearly to them. Pupils must be instructed not to touch the front of their face covering during use or when removing them.</p> <p>They must wash their hands immediately on arrival (as is the case for all pupils), dispose of temporary face coverings in a covered bin or</p>	<p>✓</p>	<p>As discovered during Phase 3, staggered start times are difficult to implement, given the large numbers of pupils and parents. KS2 yard will be staffed from 8.30 until 8.50 for pupil drop off. Pupils will be directed to their year group 'pen'. KS2 playtime will be morning only. KS2 lunchtime is staggered and timetables for hall lunch. KS2 home time will be Y3&Y5 ready in the yard for 3.25 dismissal. Y4 & Y6 3.30 dismissal. KS1 yard will be staffed from 8.30 until 8.50 for pupil drop off. Pupils will be directed to their year group 'pen'. Y1&Y2 either side of the blue line. Parents to leave immediately after drop off. KS1 playtime will be pm only. Break will be in class in the morning. Y1 dismissal 3.15 prompt in yard. Y2 3.25 prompt in yard. Parents requested to arrive for their group only. EYFS drop off and home times will remain unchanged. Reception will now enter school via the hall doors. Children who are wearing face coverings must leave them with parents at the start of the day.</p> <p>No stationary to be taken home.</p> <p>Pupils will wash their hands in either the school toilet facilities, practical area or in the outside wash basins.</p>	<p>L</p>

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	place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom. Guidance on safe working in education, childcare and children’s social care provides more advice.			
Risk of coronavirus infection spreading due to large class sizes and reduced space	<p>Other considerations</p> <p>Some pupils with SEND (whether with education, health and care plans or on SEN support) will need specific help and preparation for the changes to routine that this will involve, so teachers and special educational needs coordinators should plan to meet these needs, for example using social stories.</p> <p>Supply teachers, peripatetic teachers and/or other temporary staff can move between schools. They should ensure they minimise contact and maintain as much distance as possible from other staff. Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual. Schools should consider how to manage other visitors to the site, such as contractors, and ensure that the risks associated with managing contractors, visitors, catering staff and deliveries, as well as cleaning staff on site who may be working throughout the school and across different groups, are addressed. This will require close cooperation between both schools and the other relevant employers. Schools should have discussions with key contractors about the school’s control measures and ways of working as part of planning for the autumn term. Schools should ensure site guidance on physical distancing and hygiene is explained to visitors on or before arrival. Where visits can happen outside of school hours, they should. A record should be kept of all visitors. Visitors to the school should be restricted to only absolute necessary visits.</p> <p>In primary schools and education settings teaching year 6 and below, there is no change to the existing position. It is not mandatory for staff and visitors to wear face coverings. In situations where social distancing between adults in settings is not possible (for example when moving around in corridors and communal areas), settings have the discretion to recommend the use of face coverings for adults on site, for both staff and visitors.</p> <p>Primary school children do not need to wear face coverings.</p>	✓	<p>Meeting held with SENDCo and HT (21-7-20) regarding this.</p> <p>Staff updated 17-7-20.</p> <p>No visitors without prior appointment. Any parents will be held in the new entrance lobby, ensuring social distancing at all times. All visitors to sign in with new carbon copy book.</p> <p>One child who is dual registered will be Risk Assessed separately.</p> <p>Pupils have individual stationery packs supplied by school. Y1-Y6.</p>	L

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HAZARDS <small>(including inadequate / lack of arrangements)</small>	EXISTING CONTROL MEASURES	In place? ✓ or ✗	ACTION TO BE TAKEN <small>TIMESCALES OR ADDITIONAL CONTROL MEASURES</small>	RISK RATING <small>High, Medium, Low</small>
	<p>School can request parents to wear face covering when entering site during drop off and pick up times, but this is not mandatory.</p> <p>As normal, schools should engage with their local immunisation providers to provide immunisation programmes on site, ensuring these will be delivered in keeping with the school's control measures. These programmes are essential for children's health and wellbeing and can also provide benefits for staff.</p> <p>Where a child routinely attends more than one setting on a part time basis, for example because they are dual registered at a mainstream school and an alternative provision setting or special school, schools should work through the system of controls collaboratively, enabling them to address any risks identified and allowing them to jointly deliver a broad and balanced curriculum for the child.</p> <p>Equipment and resources are integral to education in schools. During the summer term, their use was minimised, many were moved out of classrooms, and there was significant extra cleaning. That position has now changed for the autumn term, because prevalence of coronavirus (COVID-19) has decreased and because they are so important for the delivery of education. For individual and very frequently used equipment, such as pencils and pens, it is recommended that staff and pupils have their own items that are not shared. Classroom based resources, such as books and games, can be used and shared within the bubble; these should be cleaned regularly, along with all frequently touched surfaces. Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.</p> <p>Outdoor playground equipment should be more frequently cleaned. Pupils must sanitise their hands before and after playing on outdoor equipment.</p>			

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	<p>To help mitigate the spread on wood play equipment pupils must sanitise their hands before and after playing on outdoor equipment. Further details on cleaning the equipment will be provided by STC Public Health.</p> <p>KOMPAN Play equipment have stated that “The best way to clean Kompan products and disinfect for Corona virus is to use soap and water, so use normal household cleaning products. Diluted bleach can be used, undiluted bleach must not be used.” Ensure bleach is diluted to the correct level and always follow the guidance on the container and MSDS. If you are to use diluted bleach:</p> <ul style="list-style-type: none"> • Read and follow the instructions • Use the recommended amount of product • Keep out of the reach of children • Use only on appropriate surfaces • Never mix hypochlorite bleach with other cleaning products <p>It is still recommended that pupils limit the amount of equipment they bring into school each day, to essentials such as lunch boxes, hats, coats, books, stationery and mobile phones. Bags are allowed. Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to pupil education and development. Similar rules on hand cleaning, cleaning of the resources and rotation should apply to these resources.</p> <p>Schools have the flexibility to decide how physical education, sport and physical activity will be provided whilst following the measures in their system of controls.</p> <p>Music, dance and drama can be undertaken in school so long as safety precautions are undertaken.</p>	✓	<p>Only lunch bags and book bags allowed. Although it is recommended that bags are allowed, we are taking this opportunity to prevent this.</p> <p>Reading books and books to mark can be taken home as both ‘contribute to pupil education and development’.</p> <p>Although government guidance says bags are allowed, due to the size and nature of the building and the storage, we are not allowing bags into school.</p>	M
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>	✓	<p>HT DHT and AHT will ensure staff know who to speak to over MHA.</p> <p>Website points to mental health strategies and advice. Pupil well being met by emotional resilience activities and mental health support given by AHT.</p>	M

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Risk of coronavirus infection spreading due to use of transport	<p>Adjust transport arrangements where necessary including:</p> <ul style="list-style-type: none"> encourage parents and children and young people to walk or cycle to their education setting where possible make sure schools, parents and young people follow the <u>Coronavirus (COVID-19): safer travel guidance for passengers</u> when planning their travel ensure that transport arrangements cater for any changes to start and finish times communicating revised travel plans clearly to contractors, local authorities and parents where appropriate (for instance, to agree pick-up and drop-off times) <p>Social distancing has significantly reduced available transport capacity. This guidance sets out a new framework for supporting transport to and from schools from the autumn term.</p> <p>We are making a distinction between dedicated school transport and wider public transport:</p> <ul style="list-style-type: none"> by dedicated school transport, we mean services that are used only to carry pupils to school. This includes statutory home to school transport, but may also include some existing or new commercial travel routes, where they carry school pupils only by public transport services, we mean routes which are also used by the general public <p>Dedicated school transport, including statutory provision</p> <p>Pupils on dedicated school services do not mix with the general public on those journeys and tend to be consistent. This means that the advice for passengers on public transport to adopt a social distance of two metres from people outside their household or support bubble, or a 'one metre plus' approach where this is not possible, will not apply from the autumn term on dedicated transport. The approach to dedicated transport should align as far as possible with the principles underpinning the system of controls set out in this document and with the approach being adopted for your school. It is important to consider:</p> <ul style="list-style-type: none"> how pupils are grouped together on transport, where possible this should reflect the bubbles that are adopted within school use of hand sanitiser upon boarding and/or disembarking additional cleaning of vehicles organised queuing and boarding where possible 	✓	Car park will remain open, but parents encouraged to socially distance. Web site and social media update will remind parents of these points.	L

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HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES	In place? ✓ or ✗	ACTION TO BE TAKEN TIMESCALES OR ADDITIONAL CONTROL MEASURES	RISK RATING High, Medium, Low
	<ul style="list-style-type: none"> • distancing within vehicles wherever possible • the use of face coverings for children over the age of 11, where appropriate, for example, if they are likely to come into very close contact with people outside of their group or who they do not normally meet <p>Dedicated school services can take different forms. Some journeys involve coaches regularly picking up the same pupils each day, others involve use of a minibus whilst other services are used by different pupils on different days, or by pupils with SEND. The precise approach taken will need to reflect the range of measures that are reasonable in the different circumstances.</p> <p>It will also require a partnership approach between local authorities, schools, trusts, dioceses and others. In particular, it is imperative that schools work closely with local authorities that have statutory responsibility for 'home to school transport' for many children, as well as a vital role in working with local transport providers to ensure sufficient bus service provision.</p> <p>Given the pressures on public transport services it may also be necessary to work with local authorities so that they can identify where it might be necessary to provide additional dedicated school transport services, including in places where these services do not currently operate. See DfE guidance Transport-to-school-and-other-places-of-education-autumn-term-2020</p> <p>Wider public transport</p> <p>STC are currently working with transport providers and schools to plan safe, consistent transport for all staff and pupils.</p> <p>Families using public transport should refer to the safer travel guidance for passengers.</p> <p>During national lockdown journeys should only be made for education or childcare, for work purposes, to exercise outdoors or visit an outdoor public place, for visiting venues that are open, for a medical reason, such as taking someone to hospital</p> <p>It is recommended that any educational visits should not take place during a national lockdown.</p>			

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Risk of coronavirus infection spreading to children and staff at schools	<p>To help ensure that the risk of virus spread for both staff and children is as low as possible you should:</p> <ul style="list-style-type: none"> • Ensure no visitors will be allowed entry into the building unless directed by the Head teacher or Senior Leader and agreed appointment. • tell children, parents, carers or any visitors, such as suppliers, not to visit the education or childcare setting if they are displaying any symptoms of coronavirus (COVID-19) • consider how children arrive at the education or childcare setting and reduce any unnecessary travel on coaches, buses or public transport • ensure class sizes reflect the numbers of teaching staff available and are kept as small as possible • stagger lunch times, break times and the movement of pupils around the school to reduce large groups of children gathering • discourage parents from gathering at school gates • try to follow the <u>social-distancing guidelines</u> <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>It is crucial that we are minimising the risk of transmission of the virus due to increased mixing between different groups of children. For this reason, 'parents' should consider sending their 'child to the same settings consistently and limit the number of settings 'their' child attends as far as possible.</p>	✓	<p>Visitors will not be allowed without prior appointment. Any visitors will wash hands on arrival</p> <p>Parents will now use the new office window system.</p> <p>Staff member on duty outside of school, to discourage social gatherings.</p> <p>Staggered lunchtimes in place.</p>	M
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>	✓	First Aid and PPE are well resourced.	L

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Risk of coronavirus infection spreading to children and staff due to lack of PPE	<p>Read the guidance on safe working in education, childcare and children’s social care for more information about preventing and controlling infection, including when, how PPE should be used, what type of PPE to use, and how to source it.</p> <p>The majority of staff in education settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others. PPE is only needed in a very small number of cases including:</p> <ul style="list-style-type: none"> • children, young people and students whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way • if a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. • If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting and staff cannot maintain a 2m distance and there is a risk of them being splashed with spit/saliva then there may be a case for PPE given we are now in sustained community transmission. A surgical mask should be worn and a risk assessment made over eye protection (it’s possible that this would be needed if pupil spitting). If any direct contact/care provided then disposable aprons and gloves should also be used... a face visor may be the better option. • Education, childcare and children’s social care settings and providers should use their local supply chains to obtain PPE. Where this is not possible, and there is unmet urgent need for PPE in order to operate safely, they may approach their nearest local resilience forum or contact Philip Dixon PPE.Supplies@southtyneside.gov.uk for any PPE – explain your reasoning from your RA. 	✓	<p>Staff will be reminded of use of PPE. Staff are required to read the attached link. (Link is attached to the left)</p> <p>LA and school provided PPA.</p>	L

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HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES	In place? ✓ or ✗	ACTION TO BE TAKEN TIMESCALES OR ADDITIONAL CONTROL MEASURES	RISK RATING High, Medium, Low
Risk of coronavirus infection spreading to children and staff due to poor communication	Consider the following steps: <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>Letter to go out on Social Media and website , Friday before week of opening. With FAQ's. Each child will receive a paper copy when they go home on Sept 7th, detailing all necessary information.</p> <p>LA contract cleaning to continue, with additional deep cleaning when required.</p>	L

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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 Headteacher or if unavailable a member of the SLT • If the illness relates to Covid 19, if they have been in school building during past 48 hours, all people they have been in close contact with must be informed and advised to get tested. These people should not come into school until they have produced a negative test result or have isolated for 10 days. • Staff members must arrange a test and will only be allowed back to work on production of negative result or after 10 days isolation. • If sickness is not Covid related, staff member to stay off work until they are well. <p>All staff illnesses will be added to sickness log in usual manner.</p> <p>This document has been produced in conjunction with Government, Public Health England and Department for Education guidance.</p> <p>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.</p> <p>We cannot eliminate all risk, but if this risk assessment is followed it will mitigate risk as far as reasonably practicable.</p> <p>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."</p>	✓	<p>This information will be updated as new guidance is released.</p>	
<p>Failure to use test and trace leading coronavirus infection spreading to children and staff</p>	<p>Schools must ensure they understand the NHS Test and Trace process and how to contact their local Public Health England health protection team. Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to:</p> <ul style="list-style-type: none"> • <u>book a test</u> if they are displaying symptoms. Staff and pupils 	✓	<p>North East HPT Public Health England Floor 2 Citygate Gallowgate Newcastle upon Tyne</p>	

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	<p>must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit</p> <ul style="list-style-type: none"> provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19) <p>Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS testing and tracing for coronavirus website, or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing.</p>		<p>NE1 4WH Telephone 0300 303 8596 (option 1) Out of hours advice 0191 269 7714</p> <p>tom.hall@southtyneside.gov</p> <p>Parents will be updated on week 7 of the summer break. This will include test and trace advice.</p> <p>Staff are requested to read all hyperlinks.</p>	
	<p>The government will ensure that it is as easy as possible to get a test through a wide range of routes that are locally accessible, fast and convenient. We will release more details on new testing avenues as and when they become available and will work with schools so they understand what the quickest and easiest way is to get a test. By the autumn term, all schools will be provided with a small number of home testing kits that they can give directly to parents/carers collecting a child who has developed symptoms at school, or staff who have developed symptoms at school, where they think providing one will significantly increase the likelihood of them getting tested. Advice will be provided alongside these kits.</p> <p>Schools should ask parents and staff to inform them immediately of the results of a test:</p> <ul style="list-style-type: none"> if someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such 			

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	<p>as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating.</p> <ul style="list-style-type: none">if someone tests positive, they should follow the '<u>stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</u>' and must continue to self-isolate for at least 10 days from when your <u>symptoms</u> started, or when your test was taken and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone The 10-day period starts from the day when they first became ill or when your test was taken. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days. <p>Local PH contacts:</p> <ul style="list-style-type: none">The Covid inbox should be used in the first instance to direct any queries, as well as any information regarding any suspected or confirmed cases to COVID@southtyneside.gov.uk This inbox is monitored 7 days a week by the public health team.			

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Failure to manage confirmed cases of coronavirus (COVID-19) amongst the school community	<p>Schools must take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19). Schools should contact the local health protection team. This team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace.</p> <p>The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate.</p> <p>If schools have two or more confirmed cases within 10 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak and should call the dedicated advice service, who will escalate the issue to the PHE local health protection team where necessary and advise if additional action is required.</p> <p>The health protection team will work with schools in this situation to guide them through the actions they need to take. Based on the advice from the health protection team, schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. Close contact means:</p> <ul style="list-style-type: none"> • direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin) • proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual • travelling in a small vehicle, like a car, with an infected person 	✓	All necessary action will be taken by school.	M

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	<p>The health protection team will provide definitive advice on who must be sent home. To support them in doing so, we recommend schools keep a record of pupils and staff in each group, and any close contact that takes places between children and staff in different groups (see section 5 of system of control for more on grouping pupils). This should be a proportionate recording process. Schools do not need to ask pupils to record everyone they have spent time with each day or ask staff to keep definitive records in a way that is overly burdensome.</p> <p>A template letter will be provided to schools, on the advice of the health protection team, to send to parents and staff if needed. Schools must not share the names or details of people with coronavirus (COVID-19) unless essential to protect others.</p> <p>Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period they should follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'. They should get a test, and:</p> <ul style="list-style-type: none"> • if the test delivers a negative result, they must remain in isolation for the remainder of the 14-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining days. • if the test result is positive, they should inform their setting immediately, and must isolate for at least 10 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 14-day isolation period). Their household should self-isolate for at least 14 days from when the symptomatic person first had symptoms, following 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection' 			

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	<p>Schools should not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation.</p> <p>Further guidance is available on testing and tracing for coronavirus (COVID-19)</p>		<p>Staff to be aware of this.</p>	
<p>Failure to contain any outbreak by following local health protection team advice</p>	<p>If schools have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak, and must continue to work with their local health protection team who will be able to advise if additional action is required.</p> <p>In some cases, health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure – perhaps the whole site or year group. If schools are implementing controls from this list, addressing the risks they have identified and therefore reducing transmission risks, whole school closure based on cases within the school will not generally be necessary, and should not be considered except on the advice of health protection teams.</p> <p>In consultation with the local Director of Public Health, where an outbreak in a school is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who has tested positive. Testing will first focus on the person’s class, followed by their year group, then the whole school if necessary, in line with routine public health outbreak control practice.</p>	<p>✓</p>	<p>School will work with all necessary bodies to ensure compliance.</p>	

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<p>Spread of virus during Science, D&T and Food Tech lessons</p>	<p>Schools to follow CLEAPSS (Consortium of Local Education Authorities for the Provision of Science Services) COVID-19 (Coronavirus) in Schools - Returning in September Guidance (20/08/2020)</p> <p>CLEAPSS updated their guidance for schools returning in September. The key guide to read is GL343, this guide should be read alongside all of our COVID-19 guidance (see below for list).</p> <p>Primary schools should refer to the primary website for their guidance.</p> <p>DT Staff should refer to our DT website for their guidance.</p> <p>Science Staff should refer to the Science website for their guidance.</p> <p>CLEAPSS during COVID-19</p> <p>The CLEAPSS office is open Tuesday to Thursday, and helplines are dealt with Monday to Friday 8.30am to 5.30pm.</p> <p>We will continue to answer ALL helplines and continue to develop both emergency guidance for COVID-19 and longer-term developmental guides across all the areas we cover.</p> <p>If you have an EMERGENCY i.e. pupil with chemical in their eye, a chemical spill, or radioactive issue. Then please call 07565 114 059 (available 8.30am-5.30pm weekdays)</p> <p>If you have a COVID-19, technical or subject based question. Then please email it to science@cleapss.org.uk.</p> <p>Please do NOT call the above mobile numbers with routine questions.</p>			

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Failure to adhere to Tier 4 Restrictions	<p>CEV employees to stay at home – “Clinically extremely vulnerable people should not go to the workplace if they live or work in areas where shielding advice is active. Currently this applies to Tier 4 areas only. Shielding advice is currently in place in Tier 4, so all children still deemed clinically extremely vulnerable are advised not to attend school. Children and young people whose parents or carers are clinically extremely vulnerable can continue to go to school.” https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</p> <p>Educational Visits - “If you live in a Tier 4 area, you must not leave your home unless you have a reasonable excuse (for example, for work or education purposes). If you need to travel you should stay local – meaning avoiding travelling outside of your village, town or the part of a city where you live – and look to reduce the number of journeys you make overall.” https://www.gov.uk/guidance/tier-4-stay-at-home#travel . There has been no specific guidance regarding Educational Visits, but interpreting the regulations and guidance it is evident that we can travel to education and should look to reduce the numbers of journeys we make. Therefore, from Monday 4th January 2021, Educational Visits will not go ahead as these are not categorised as ‘essential travel’.</p> <p>Before and after school clubs - “PE, sport and activity provided by schools to their own pupils under their systems of control can continue. This includes sports clubs or activities before or after school, in addition to their regular PE lessons. Pupils should be kept in consistent groups and sports equipment thoroughly cleaned between each use by different individual groups. Competition between different schools should not take place.” https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#contents</p>	✓		

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<p>Risk of coronavirus infection spreading due to large class sizes and reduced staffing during Lockdown</p>	<p>The school will be open during lockdown to vulnerable pupils and pupils of critical workers as per government guidance. All other pupils will be taught remotely as per our policy.</p> <p>Within school, numbers will be limited to support safety of staff and pupils. Each year group has been reviewed against the nature and need of the pupils within school and the focus to continue educating pupils whilst at home. Staff will be selected to focus on supporting home learning.</p> <p>Places for critical workers are allocated on a first come first served basis to ensure we are supporting the needs of ongoing front line workers in the first instance.</p> <p>Parents to apply via Google Form as to their status and need of a critical worker place. Evidence required in retrospect of meeting government guidance as a critical worker.</p> <p>For critical and vulnerable worker numbers, on-site provision is provided for these pupils, and there is no limit to numbers of these pupils who attend, however we must work within our capacity to continue delivering outstanding online provision alongside the in school provision. We will work to help reduce overall social contact across areas and the country.</p>	<p>✓</p>	<p>Review critical worker need fortnightly to ensure correct uptake of places. Parents emailed to check their needs.</p> <p>Each year group to run a maximum of two teachers working with in school pupils and one focused on the online pupils.</p>	
<p>Conducting Staff Lateral Flow (Rapid Flow) Tests</p>	<p>It remains imperative that the system of controls continues to be rigorously applied to enable the safest possible environment. The testing programme is an important addition to supporting leaders to maintain the continuity of education through the pandemic.</p> <p>Primary schools should follow the Rapid asymptomatic coronavirus (COVID-19) testing for staff in primary schools, school-based nurseries and maintained nursery schools guidance</p> <p>All primary schools, school-based nurseries and maintained nursery schools will start to receive deliveries of home testing kits to offer to</p>	<p>✓</p>	<p>Staff briefings held 18th and 19th January. Socially distanced meetings with all staff to explain the new lateral flow home testing process.</p> <p>SLT attended government webinars 18th and 19th Jan.</p> <p>Questionnaire given to staff to indicate take up of the tests.</p> <p>Email update given with key dates and information.</p> <p>Lateral flow Information made available via staff</p>	

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	<p>all their staff from 18 January.</p> <p>Primary, school-based nursery and maintained nursery staff will be supplied with lateral flow device (LFD) test kits to self-swab. Staff will be asked to take their test kits home and carry out the test twice a week. The LFD test will give a result in around 30 minutes. Staff must report their result to NHS Test and Trace as soon as the test is completed either online or by telephone as per the instructions in the home test kit. Staff should also share their result with their school or nursery to help with contact tracing.</p> <p>Testing is not mandatory for staff and staff do not need to provide proof of a negative test result to attend school or nursery in person, although participation in testing is strongly encouraged.</p> <p>Privacy notice to be shared with all staff.</p> <p>Staff to follow the instructions and storage guidance provided with the testing kit.</p> <p>Staff to carefully dispose of the test device and equipment in their household rubbish. This maybe subject to change based on any future waste disposal guidance.</p> <p>Staff with a positive LFD test result will need to self-isolate in line with the stay-at-home guidance. They will also need to arrange a polymerase chain reaction (PCR) test to confirm the result. Staff with a negative LFD test result can continue to attend school or nursery and use protective measures. https://www.gov.uk/get-coronavirus-test</p> <p>The asymptomatic testing programme does not replace the current testing policy for those with symptoms. Anyone with symptoms (even</p>		<p>Google Classroom and within physical staffroom.</p>	

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	<p>if they recently had a negative LFD test result), should still self-isolate immediately according to government guidelines.</p> <p>Those with symptoms are also expected to order a test online or visit a test site to take a polymerase chain reaction (PCR) test to check if they have the virus.</p> <p>Staff can view online training webinars including how to administer the test: https://www.youtube.com/watch?v=35N_ALNlzBw&feature=youtu.be https://youtu.be/Wgsq93DBuUY https://youtu.be/LAH7UVpxYo8</p> <p>Further information can be found: https://www.gov.uk/government/publications/coronavirus-covid-19-asymptomatic-testing-for-staff-in-primary-schools-and-nurseries/rapid-asymptomatic-coronavirus-covid-19-testing-for-staff-in-primary-schools-school-based-nurseries-and-maintained-nursery-schools</p> <p>https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/950515/Schools_Colleges_Testing_Handbook_revised_04012021.pdf</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](#)

[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)	SIGNED	DATE 11-1-21
LINE MANAGER G.Cunningham R. Lloyd	SIGNED G. Cunningham R. Lloyd	REVIEW DATE