

RISK ASSESSMENT Coronavirus (Covid 19)



South Tyneside Council

ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (REVISION 2) – 19/05/2020 (Page 1 of 39)		DATE OF ASSESSMENT 7.7.2020 For whole school opening September 2020
ESTABLISHMENT/SCHOOL Biddick Hall Junior School	SECTION/TEAM All	
WHO MIGHT BE HARMED? Employees, pupils, trainees, students and visitors		HOW MANY ARE AFFECTED? 200+
<p> Steps of admitting more pupils (school has been open to between 1 - 5 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> <div style="display: flex; align-items: center; justify-content: space-around;"> <div style="border: 1px solid black; border-radius: 10px; padding: 10px; text-align: center;">Determine capacity of school building</div> <div>➔</div> <div style="border: 1px solid black; border-radius: 10px; padding: 10px; text-align: center;">Determine Staff available to work on-site</div> <div>➔</div> <div style="border: 1px solid black; border-radius: 10px; padding: 10px; text-align: center;">Liaise with parents regarding intention to return pupils to school</div> <div>➔</div> <div style="border: 1px solid black; border-radius: 10px; padding: 10px; text-align: center;">Undertake & review RAs & develop action plan</div> <div>➔</div> <div style="border: 1px solid black; border-radius: 10px; padding: 10px; text-align: center;">Share re-opening plans with Governing Body and staff</div> <div>➔</div> <div style="border: 1px solid black; border-radius: 10px; padding: 10px; text-align: center;">Make necessary adaptations to site</div> <div>➔</div> <div style="border: 1px solid black; border-radius: 10px; padding: 10px; text-align: center;">Complete identified actions</div> <div>➔</div> <div style="border: 1px solid black; border-radius: 10px; padding: 10px; text-align: center;">Inform parents of re-opening plans & expectations</div> </div>		
<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 • Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 		

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 2 of 39)				DATE OF ASSESSMENT	
HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES	<input type="checkbox"/> if in place <input type="checkbox"/> if not	IF 'X' 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"> 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	Biddick Hall junior School Action: <ul style="list-style-type: none"> Site Supervisor (SS) has continued with daily and weekly checks around school in line with her job description. All external inspections have taken place as arranged. All repairs have been undertaken via STC Asset Management Dept. All PAT Testing conducted 26.5.20 Insurance arranged via STC. Fridges and microwave ovens currently available to staff to be thoroughly cleaned after use. Internet and computing facilities remain the responsibility of current provider - ICT in Schools. All current school RA reviewed. Covid 19 RA shared with staff. Appendix to current Behaviour Policy implemented. Behaviour expectations explained to parents via letter 3.06.20. It is the responsibility of all adults using this building to follow advice and guidance. Use of staff room - only 4 people allowed in at a time. 	LOW	

ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (Page 3 of 39)				DATE OF ASSESSMENT
HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES	<input type="checkbox"/> if in place <input type="checkbox"/> if not	IF 'X' 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"> Any areas used by adults within this building should be cleaned after use (with the exception of the toilet). Fire procedure: <ul style="list-style-type: none"> Fire wardens will be available. The teacher in the classroom bubbles will take charge of pupils 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 verbally with reception staff/HT. 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. 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>	This document will be used as our operational & building RA	Biddick Hall Junior School Action: <ul style="list-style-type: none"> Staff entrance - reception Pupil entrance and exit – main gate and back gate open and manned for children to enter and leave at designated times. Children then enter school building through corridor entrances. 	LOW

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 4 of 39)				DATE OF ASSESSMENT	
HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES	<input type="checkbox"/> if in place <input type="checkbox"/> if not	IF 'X' STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES	RESIDUAL RISK RATING High, Medium, Low	
	<p>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 access if necessary.</p>		<ul style="list-style-type: none"> Classroom and office doors to be kept open during use but left closed when vacated. Hall door to be wedged open when the reception area is staffed but closed when vacated. All fire escapes routes to be kept clear at all times, as per normal building practice. Glass partition to remain closed between office and reception 		

ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (Page 5 of 39)				DATE OF ASSESSMENT
HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES	<input type="checkbox"/> if in place <input type="checkbox"/> if not	IF 'X' STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES	RESIDUAL RISK RATING High, Medium, Low
Risk of coronavirus infection spreading to children and staff due to inadequate infection control procedure	<p>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 whole school opening from September 2020.</p> <p>Teachers share key information about hygiene daily. 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 <input checked="" type="checkbox"/>	<p>Biddick Hall Junior School Action:</p> <ul style="list-style-type: none"> • Daily updates forwarded to HT from DFE/LA. Read info within the 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. • Letter to parents - asking them to share good practice with pupils at home and to encourage the continuation of this behaviour at school. Letter lists these specific areas of advice. <p>Cleaning Information:</p> <ul style="list-style-type: none"> • After each use of school equipment, staff members are expected to wipe the item clean (eg 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. • LA cleaners will still come in at the end of the day as usual. 	LOW

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 6 of 39)				DATE OF ASSESSMENT	
HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES	<input type="checkbox"/> if in place <input type="checkbox"/> if not	IF 'X' 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"> • SS will ensure all cleaning in school will be at the highest level. • All classroom bubbles will have a hand sanitiser station as well as a sink. • 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 bag. • All classes to be issued with box of PE/sporting equipment for outdoor use - items and box to be cleaned at the end of the day. • Teacher to reinforce cleaning and hygiene messages during the day. • Teachers to supervisor hand washing and hand sanitising. • Use of toilets - pupils will be supervised by classroom staff. Classroom staff to ensure no crowding of toilet areas. • All pupils to ensure they wear uniform each day cleaned in the normal way. • All rooms to ensure windows and doors are open regularly to allow fresh air to circulate. • Paper towels to be provided as an alternative to hand dryers in toilets. • Waste bins in each room and frequently emptied. 		

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 7 of 39)				DATE OF ASSESSMENT	
HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES	<input type="checkbox"/> if in place <input type="checkbox"/> if not	IF 'X' 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 waste removed at end of each day. • 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. 		

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 8 of 39)				DATE OF ASSESSMENT
HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES	<input type="checkbox"/> if in place <input type="checkbox"/> if not	IF 'X' STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES	RESIDUAL RISK RATING High, Medium, Low
Risk of coronavirus infection spreading to children and staff due to inadequate infection control procedure	<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>	<input type="checkbox"/>	Biddick Hall Junior School Action: <ul style="list-style-type: none"> Children supervised whilst washing their hands frequently Tissues provided in all classrooms Doors and windows opened to ensure ventilation Bins with lids in every classroom being used to dispose of tissues. Areas cleaned down regularly by staff LA cleaning staff daily at designated times Supplies monitored by SS to ensure enough supplies 	LOW

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 9 of 39)				DATE OF ASSESSMENT
HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES	<input type="checkbox"/> if in place <input type="checkbox"/> if not	IF 'X' STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES	RESIDUAL RISK RATING High, Medium, Low
Child/Adult is unwell and it is believed that they have been exposed to COVID-19.	<p>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>	<input type="checkbox"/>	<p>Biddick Hall Junior School Action:</p> <ul style="list-style-type: none"> • First aid /sick bay established in reception area - AR office. • Named first aider on site at all times when pupils are present. Staff to inform SLT of any incidents. SLT is aware to call emergency services if required. No first aid to be administered unless this is by a trained first aider. • PPE available for use by all staff if treating any child who shows symptoms of COVID 19 and can't keep 2m social distancing. • PPE made available if requested by staff administering first aid • Staff 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 face covering daily. 	LOW

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 10 of 39)				DATE OF ASSESSMENT
HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES	<input type="checkbox"/> if in place <input type="checkbox"/> if not	IF 'X' STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES	RESIDUAL RISK RATING High, Medium, Low
	<p>“What happens if there is a confirmed case of coronavirus in a setting?</p> <p>When a child, young person or staff member develops symptoms compatible with coronavirus, they should be sent home and advised to self-isolate for 7 days. Their fellow household members should self-isolate for 14 days. All staff and students who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus, and are encouraged to get tested in this scenario.</p> <p>Where the child, young person or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation.</p> <p>Where the child, young person or staff member tests positive, the rest of their class or group within their childcare or education setting should be sent home and advised to self-isolate for 14 days. 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>		<ul style="list-style-type: none"> ○ 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 reception AR office to await their parent's collection and kept in isolation. <p>Procedure for pupils with symptoms</p> <ul style="list-style-type: none"> ● Classroom staff take child to first aid / sick area. Sit child near door and open. ● First aider puts on all necessary PPE equipment if they cannot keep 2m SD. ● First aider to stay with child until collected. ● Secretary, HT/DHT 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. ● Once area is clear after usual cleaning is carried out 	

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 11 of 39)				DATE OF ASSESSMENT	
HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES	<input type="checkbox"/> if in place <input type="checkbox"/> if not	IF 'X' STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES	RESIDUAL RISK RATING High, Medium, Low	
			<p>Person with symptoms -</p> <ul style="list-style-type: none"> • Parent MUST organise a test • Positive result = 7 day's isolation AND all other people in their bubble & other people they have been in contact with to be tested <p>Rest of people in bubble:</p> <ul style="list-style-type: none"> • Sent home with recommendation of having a test • If above person comes back positive - they MUST have test and follow Public Health guidelines - 14 day's isolation • If above person comes back negative - they can come back to school <p>Normal first aid:</p> <ul style="list-style-type: none"> • Any child to treat themselves if they can – use a wipe to clean knee, grazes etc... • Normal first aid to be only carried out by trained first aider • AR 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. 		

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 12 of 39)				DATE OF ASSESSMENT	
HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES	<input type="checkbox"/> if in place <input type="checkbox"/> if not	IF 'X' 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 waste will be disposed. • First aider to ensure all protocols are followed (paperwork, informing parents, etc) before the end of the school day. • 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. • First aider to clean areas used during this process. <p>Administration of medication:</p> <ul style="list-style-type: none"> • Administration of medication will be performed in the usual manner. • Areas used or touched during first aid will be cleaned by first aider before returning pupil to classroom. 		

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 13 of 39)				DATE OF ASSESSMENT
HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES	<input type="checkbox"/> if in place <input type="checkbox"/> if not	IF 'X' 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"> Gloves must be worn during this process and hands washed before and after process. All areas used during this process must be cleaned by staff member administering the medication. 	
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 does not allow for this distance if they prefer to do so. If they have to spend time within 2</p>	<input type="checkbox"/>	<p>Biddick Hall Junior School Actions:</p> <ul style="list-style-type: none"> HT will follow all advice given by Government, LA and HR on who can return to work and who should remain at home. Extremely vulnerable continue to stay at home – MT has a shielding letter so will not return until government advice changes. RA carried out on clinically vulnerable staff – advised to take extra care in observing SD including anyone who is pregnant. 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. RA to be shared with all school staff; asking all staff members to read the document and reply to say they have done so. Even if a staff member does not reply to say they have read the document, it will be assumed that they have done so and are willing to follow all guidelines outlined. 	LOW

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 14 of 39)				DATE OF ASSESSMENT
HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES	<input type="checkbox"/> if in place <input type="checkbox"/> if not	IF 'X' STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES	RESIDUAL RISK RATING High, Medium, Low
	metres of other people, settings must carefully assess and discuss with them whether this involves an acceptable level of risk.		<p>It is felt that as part of the staff team of Biddick Hall Junior School, it is staff's professional responsibility to read this document.</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 HT with their concerns. These will be discussed with other SLT and an 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 HT. All affected staff members have been kept up to date with developments and have spoken to HT. 	
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. Awaiting further guidance.</p> <p>If a child, young person or staff member lives in a household with someone who is extremely clinically vulnerable, as set out in the COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable guidance, it is advised they only attend an education or childcare setting if stringent social distancing can be adhered to and, in the case of children, they are able to understand and follow those instructions. This may not be possible for very young children and older children without the capacity to adhere to the instructions on social distancing. If stringent social distancing cannot be adhered to, we do not expect those individuals to attend. They should be supported to learn or work at home.</p>	<input type="checkbox"/>	<p>Biddick Hall Junior Action:</p> <ul style="list-style-type: none"> All safeguarding concerns will continue to be reported to the school's DSL for action. 	LOW

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 15 of 39)				DATE OF ASSESSMENT
HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES	<input type="checkbox"/> if in place <input type="checkbox"/> if not	IF 'X' 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>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 will be full with children sitting in desks side by side facing the front. Staff to try and maintain a 2m distance where possible. • If there are any shortages of teachers, then teaching assistants can be allocated to lead a group, working under the direction of a teacher. 	<input type="checkbox"/>	<ul style="list-style-type: none"> • All rooms in use will have posters and health information on display - specifically targeted at pupils. • Actions performed by school to ensure contact between people is kept to a minimum: <p>Detail:</p> <p>1. Reception area / sign in & out area</p> <ul style="list-style-type: none"> • Pens and other equipment must not be shared within reception areas - one member of staff AR/MC will sign in staff and visitors. • All staff must report to reception area on arrival and at the end of their shift to enable reception staff AR/MC to sign them in and out. • Essential visitors - reception staff to sign them in and out on paper record. • Visitors to school are discouraged but it is acknowledged that some visitors are necessary. Visitors are deemed to be any adult who is not on the school payroll (including Governors). • All staff to ensure if they are expecting a visitor - they must inform reception staff to add to the diary. Visitors will not be admitted into building unless they are in the diary. 	LOW

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 16 of 39)				DATE OF ASSESSMENT	
HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES	<input type="checkbox"/> if in place <input type="checkbox"/> if not	IF 'X' 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 staff members and visitors to use hand sanitiser upon leaving the reception area. <p>2. Pupil Entrance</p> <ul style="list-style-type: none"> Guidelines state that we should be keeping people in bubbles. Identified classrooms will be class bubbles. Children will also be in lower school and upper school bubbles for playtimes and lunchtimes. Pupils will walk from the main pupil gate entrance and straight to their classroom bubble through corridor entrance. <p>3. Staff breaks</p> <ul style="list-style-type: none"> Not timetabled – staff can have comfort breaks as and when required Hot drinks can be taken to classrooms as long as have a lid on. <p>4. Lunch Procedure:</p> <ul style="list-style-type: none"> Lunch will be staggered and served in the dinner hall in year group or lower school/upper school bubbles. 		

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 17 of 39)				DATE OF ASSESSMENT	
HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES	<input type="checkbox"/> if in place <input type="checkbox"/> if not	IF 'X' STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES	RESIDUAL RISK RATING High, Medium, Low	
			<p>5. On arrival at school</p> <ul style="list-style-type: none"> Pupils will enter at pupil gate entrances and be directed to classroom bubble via pupil entrance. Staff will ensure pupils wash hands on entry to the building. On entry pupils MUST wash their hands. Pupils arriving late - will be taken to their class bubble by member of staff. <p>6. Recording of attendance:</p> <ul style="list-style-type: none"> Normal attendance procedures will resume. All pupils are expected to attend school. <p>7. End of day:</p> <ul style="list-style-type: none"> Pupils will be dismissed by their teacher in their bubbles at designated times. <p>8. Yard & outdoor space</p> <ul style="list-style-type: none"> Breaktimes and lunchtimes have been staggered into lower school and upper school bubbles. <p>9. Moving from yard to classroom bubble</p> <ul style="list-style-type: none"> Staff member will be with their bubble at all times. 		

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 18 of 39)				DATE OF ASSESSMENT	
HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES	<input type="checkbox"/> if in place <input type="checkbox"/> if not	IF 'X' STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES	RESIDUAL RISK RATING High, Medium, Low	
			<p>10. Classroom bubbles</p> <ul style="list-style-type: none"> Children will be seated facing the front of the classroom in rows sitting side by side. Sanitiser station located at entry of each classroom - all pupils and staff must use this on their entry and exit to the classroom. All classrooms have a sink and soap and children will be required to wash their hands more frequently in accordance with hygiene procedure given to all staff. All rooms to be cleared of unnecessary equipment and desks in order to operate as a functioning classroom bubble which adheres H&S requirements. <p>11. Equipment</p> <ul style="list-style-type: none"> Pupils will be given a set of equipment in a pencil case to keep in their own tray. All classes will be given a box of outdoor and sporting equipment for their use. All equipment and box will be wiped at the end of each day. 		

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 19 of 39)				DATE OF ASSESSMENT	
HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES	<input type="checkbox"/> if in place <input type="checkbox"/> if not	IF 'X' STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES	RESIDUAL RISK RATING High, Medium, Low	
			<p>12. Cleaning</p> <ul style="list-style-type: none"> Cleaners will work in school 3.30 – 6.00 around all areas of the school. <p>13. Non classroom staff locations</p> <ul style="list-style-type: none"> HT – her office DHT - her office/JO classroom bubble ICT Technician –only enters school if emergency otherwise work remotely Admin staff - to be located in reception area - behind glass screen. All non-classroom staff members will be expected to clean their areas after use All deliveries to school - items to be taken into reception corridor to distribute asap - boxes/items to be wiped down before distribution. Staff and pupils should not be working away from their designated area unless their specific role allows for this. 		

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 20 of 39)				DATE OF ASSESSMENT	
HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES	<input type="checkbox"/> if in place <input type="checkbox"/> if not	IF 'X' 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	<ul style="list-style-type: none"> It is also sensible to rearrange classrooms so desks facing the front and children sitting side by side. Ensure safe entrance and exit routes with appropriate signage in place. 	<input type="checkbox"/>	Biddick Hall Junior School Actions: <ul style="list-style-type: none"> All children taught in classroom bubble by designated staff members. Children will be taught by consistent staff during PPA lessons. Staff can move between bubbles and teach different groups of children if need be. 	LOW	
Risk of coronavirus infection spreading due to large class sizes and reduced space	Keep cohorts together where possible and ensure: <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 – children will be in lower school and upper school bubbles 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. 	<input type="checkbox"/>	Biddick Hall Junior School Action: Classroom bubbles <ul style="list-style-type: none"> Pupils stay in same bubble with minimal contact between staff and peers. Children will be taught by their class teacher but will be taught by specialist for PPA cover. Year 6 will continue to set and children may move within year group bubble Staggered break, lunch, arrival and departure times. Children will be in lower and upper school bubbles for break and lunch times. Staff can move between bubbles to teach pupils if necessary. 	LOW	
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"> Stay to right hand side of corridor where possible for ease of flow 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 	<input type="checkbox"/>	Biddick Hall Junior School Action: <ul style="list-style-type: none"> Establishment of classroom bubbles. Children enter classroom bubbles via corridor entrances from outside Separate pupil entrance and exits. Use of hand sanitiser on arrival into classroom Lunches taken in hall at staggered times – in lower school and upper school bubbles Staff to supervise hand washing. 	LOW	

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 21 of 39)				DATE OF ASSESSMENT
HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES	<input type="checkbox"/> if in place <input type="checkbox"/> if not	IF 'X' 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"> 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) 		<ul style="list-style-type: none"> Toilet visits monitored by staff and hands washed before and after they go – more children can enter as long as there are enough sinks available as children are then side by side 	
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"> If class groups take staggered breaks between lessons, these areas can be shared as long and adequate cleaning 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. 	<input type="checkbox"/>	<p>Biddick Hall Junior School Action:</p> <ul style="list-style-type: none"> Large outdoor equipment out of bounds until further government guidance is made available. No shared areas apart from toilets - these will be used under staff supervision. Dinner hall will be shared by lower and upper school bubbles Classroom bubble has their own box of sporting / outdoor equipment to use. All equipment and box cleaned at end of each day. Any shared resources to be cleaned 	LOW
	<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 be removed 	<input type="checkbox"/>	<p>Biddick hall Junior School Actions:</p> <ul style="list-style-type: none"> Reception staff to sign people in and out - no use of shared materials in reception. All classroom bubbles have been developed to only have essential equipment in. All items not used removed. All shared resources to be wiped down after use. Pupils have own stationery pack. 	LOW

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 22 of 39)				DATE OF ASSESSMENT
HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES	<input type="checkbox"/> if in place <input type="checkbox"/> if not	IF 'X' 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"> 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 		<ul style="list-style-type: none"> All resources not easy wipe-able have been removed. 	
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 		<p>Biddick Hall Junior School Action:</p> <ul style="list-style-type: none"> No assemblies No wusu PE lessons conducted outside with no contact sports being delivered where possible 	LOW
Poor Psychological / Staff / Pupil Wellbeing – due to personal, workload, returning to school issues, etc.	<ul style="list-style-type: none"> Approach to support wellbeing, mental health and resilience in place, including bereavement support How staff are supported to follow this within their own situations and that of pupils and colleagues is clear. <p>covid-19-guidance-for-the-public-on-mental-health-and-wellbeing</p>		<ul style="list-style-type: none"> Mental Health Champion appointed before Covid 19. All staff aware of MHC – JO Staff given regular updates and emails sent stating SLT and MHC are always available to speak to. 	LOW
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 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 		<ul style="list-style-type: none"> The bike shed will remain closed as only has one small entrance/exit – children encouraged to walk to school 	N/A

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 23 of 39)				DATE OF ASSESSMENT
HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES	<input type="checkbox"/> if in place <input type="checkbox"/> if not	IF 'X' 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"> 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. 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 	<input type="checkbox"/>	<p>Biddick Hall Junior School Actions:</p> <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. 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. 	LOW

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 24 of 39)				DATE OF ASSESSMENT
HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES	<input type="checkbox"/> if in place <input type="checkbox"/> if not	IF 'X' 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"> 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"> Signage on the main door to ask anyone with symptoms not to enter the premises. Meetings will be scheduled into school diary. No visitor will be allowed on premises unless they have an appointment in the diary. Parents will not be allowed on school site without an appointment. All necessary meetings will take place via a video call or conference call. Parents dropping off and collecting pupils - to arrive at designated times and to leave premises promptly. Deliveries to be taken directly to reception corridor. 	
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>	<input type="checkbox"/>	<p>Biddick Hall Junior School Action:</p> <ul style="list-style-type: none"> There are currently 16/24 staff trained as first aiders. 	LOW
Risk of coronavirus infection spreading to children and staff due to lack of PPE	<p>The majority of staff in education settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others. PPE is only needed in a very small number of cases including:</p>	<input type="checkbox"/>	<p>Biddick Hall Junior School Action:</p> <ul style="list-style-type: none"> All staff aware of RA and its content. All staff to follow all advice within this document - control measures & actions. 	LOW

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 25 of 39)				DATE OF ASSESSMENT
HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES	<input type="checkbox"/> if in place <input type="checkbox"/> if not	IF 'X' 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"> 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"> PPE available for staff on request if dealing with any first aid incidents, mask, gloves, apron and goggles if needed. 	
Risk of coronavirus infection spreading to	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 	<input type="checkbox"/>	Biddick Hall Junior School Actions: <ul style="list-style-type: none"> Signage on door- do not enter if you have any of these symptoms ... 	LOW

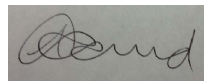
The risk assessment templates are intended as a starting point to consider the steps you may need to take to control the risks. It is unlikely that they will be appropriate for each individual school and they should therefore be adapted for your own specific circumstances. The manager/Head must develop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

ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (Page 26 of 39)				DATE OF ASSESSMENT	
HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES	<input type="checkbox"/> if in place <input type="checkbox"/> if not	IF 'X' STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES	RESIDUAL RISK RATING High, Medium, Low	
children and staff due to poor communication	(following the COVID-19: guidance for households with possible coronavirus infection) <ul style="list-style-type: none"> • 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 		<ul style="list-style-type: none"> • Letter to parents explaining measures and drop off procedures • LA contract cleaning to continue 		
Are there any other foreseeable hazards associated with this activity? YES / NO	<u>List any additional control measures</u> Staff sickness procedure: <ul style="list-style-type: none"> • If any staff member is feeling unwell - they must inform HT (even if they are not on rota to attend school building). • Staff member must arrange a test and will only be allowed back to work on production of negative result or after 7 days isolation. • If sickness is not Covid related, staff member to stay off work until they are well. 			LOW	

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 27 of 39)				DATE OF ASSESSMENT	
HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES	<input type="checkbox"/> if in place <input type="checkbox"/> if not	IF 'X' 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 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. 				
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 Working safely during coronavirus					
ASSESSED BY (Print name) MICHELLE COLLINSON			SIGNED <i>M.Collinson</i>	DATE 7.7.2020	

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 28 of 39)				DATE OF ASSESSMENT	
HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES	<input type="checkbox"/> if in place <input type="checkbox"/> if not	IF 'X' STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES		RESIDUAL RISK RATING High, Medium, Low
LINE MANAGER CHAIR OF GOVERNORS AMANDA HAYWARD			SIGNED 		DATE 7.7.2020