

Health and Safety

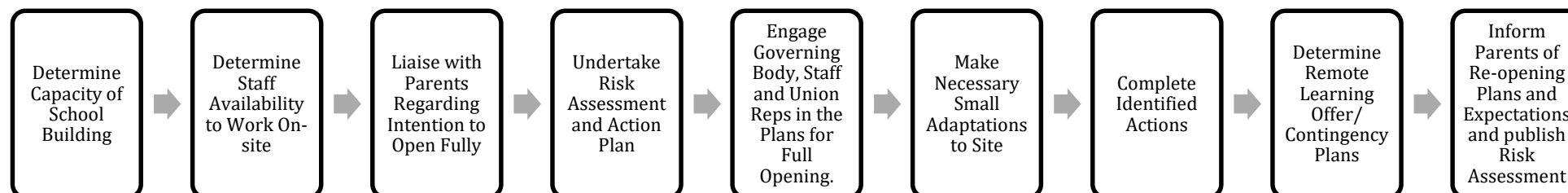


South Tyneside Council

ACTIVITY: Health and Safety		DATE OF ASSESSMENT
		April 2022
ESTABLISHMENT/SCHOOL	SECTION/TEAM	
	All	
WHO MIGHT BE HARMED? Employees, pupils, trainees, students and visitors		HOW MANY ARE AFFECTED?
		200+

This document is designed to act simply as an aide memoire, recognising that all schools have their individual contexts, processes and procedures already established in relation to overall school effectiveness.

The document is by no means intended to serve as a 'checklist', rather it is hoped that it will be a useful tool for school leaders to use with making decisions and reviewing and updating their risk assessments and the temporary modifications that are required.



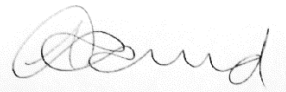
ACTIVITY:				DATE OF ASSESSMENT	
HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES	✓ if in place X if not	IF 'X' STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES	RESIDUAL RISK RATING High, Medium, Low	
1. Premises and equipment, water, etc. not maintained to statutory requirements:	<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. <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 Legionella risks during the coronavirus outbreak.</p> <p>Additional advice on safely reoccupying buildings can be found in the Chartered Institute of Building Services Engineers' guidance on emerging from lockdown.</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 air conditioning and ventilation during the coronavirus outbreak.</p> <p>In classrooms, it will be important that schools improve ventilation (for example, by opening windows).</p>	yes	<p>Biddick Hall Junior School Action:</p> <ul style="list-style-type: none"> • Caretaker to continue with daily and weekly checks around school in line with his job description. • All external inspections have taken place as arranged. • All repairs have been undertaken via STC Asset Management Dept. • All PAT Testing conducted 3.6.21 • 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. • It is the responsibility of all adults using this building to follow advice and guidance. • Use of staff room – area to be cleaned after use • Any areas used by adults within this building should be cleaned after use (with the exception of the toilet). • Ventilation improved with windows being kept open. <p>Fire procedure:</p> <ul style="list-style-type: none"> ○ Fire wardens will be available. ○ The teacher in the classroom will take charge of pupils and ensure everyone leaves the building. 	LOW	

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			<ul style="list-style-type: none"> ○ 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 group ○ 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. 		
2. Child/Adult is unwell and it is believed that they have COVID or respiratory symptoms	Ensure that pupils, staff and other adults do not come into the school if they have coronavirus (COVID-19) symptoms , or have respiratory symptoms. For those employees who do test positive (for example those who have accessed private testing), they are advised to stay home for 5 days from when the test was taken or symptoms began and return to work when they do not have a high temperature and feel well enough to return. It is 3 days for children under the age of 18 years old.	yes	<p>Biddick Hall Junior School Action:</p> <ul style="list-style-type: none"> ● Stay at home until they don't have a high temperature and feel well enough to return ● First aid /sick bay established in reception area - AR office. ● Staff advised to: <ul style="list-style-type: none"> ○ wash hands thoroughly with soap and water for 20 seconds or use hand sanitiser ● Any child showing any symptoms will be taken to reception AR office to await their parent's collection. <p>Procedure for pupils with symptoms</p> <ul style="list-style-type: none"> ● Classroom staff take child to first aid / sick area. Sit child near window and open. ● First aider to stay with child until collected. 	LOW	

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			<ul style="list-style-type: none"> 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. Once area is clear after usual cleaning is carried out <p>Person with symptoms –</p> <ul style="list-style-type: none"> Stay at home if have symptoms until they don't have a high temperature and feel well enough to return <p>Normal first aid:</p> <ul style="list-style-type: none"> Normal first aid to be carried out by trained first aider AR to ensure all first aid kits are checked on a weekly basis and supplies replenished. First aiders must wash their hands or use hand sanitiser before and after treating a casualty. 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 First aiders must assess the injured party and where treatment has been identified as required first aiders must wash hands immediately after treatment has been completed. 		

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			<ul style="list-style-type: none"> • If a casualty requires CPR then this should be administered • First aider to clean areas used during this process. Administration of medication: <ul style="list-style-type: none"> • Administration of medication will be performed in the usual manner. 		

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3. Risk of coronavirus and other infections spreading to children and staff due to inadequate infection control procedure	<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 <p>The 'catch it, bin it, kill it' approach continues to be very important, so schools must ensure that they have enough tissues and bins available in the school to support pupils and staff to follow this routine. 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>	yes	<p>Biddick Hall Junior School Action:</p> <ul style="list-style-type: none"> All government guidelines have been taken into account when assessing the school for risk. <p>Cleaning Information:</p> <ul style="list-style-type: none"> LA cleaners will still come in at the end of the day as usual. Caretaker/HT will ensure all cleaning in school will be at the highest level. All classrooms 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 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. Teacher to reinforce cleaning and hygiene messages during the day. Staff to supervisor hand sanitising. All rooms to ensure windows are open regularly to allow fresh air to circulate. These do not need to be open wide if temperatures outside are low Paper towels to be provided as well as hand dryers in toilets. Waste bins in each room and frequently emptied. All waste removed at end of each day. 	LOW	

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Reference Documents: Please see links in main document which update automatically.					
ASSESSED BY (Print name) MICHELLE COLLINSON			SIGNED <i>M. Collinson</i>		DATE April 2022
LINE MANAGER – CHAIR OF GOVERNORS AMANDA HAYWARD			 SIGNED		REVIEW DATE