



RISK ASSESSMENT TEMPLATE - CAH (Revision: 2)

ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (REVISION 9) – 12/03/2021 (Page 1 of 44)		DATE OF ASSESSMENT 19/5/2020 4 th August 2020/updated 1 st September 2020 and 20 th November, 18 th December, January 6 th 2021, January 11 th 2021, March 5 TH 2021, March 12 th 2021, 6 th September 2021
ESTABLISHMENT/SCHOOL Biddick Hall Infant and Nursery School	SECTION/TEAM ALL	
WHO MIGHT BE HARMED? Employees, pupils, and essential visitors		HOW MANY ARE AFFECTED? 200+

The thresholds detailed below can be used as an indication for when to seek public health advice if there are concerns:

For most education and childcare settings, whichever of these thresholds is reached first:

- 5 children, pupils, students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period; or
- 10% of children, pupils, students or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period

For special schools, residential settings, and settings that operate with 20 or fewer children, pupils, students and staff at any one time:

- 2 children, pupils, students and staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period

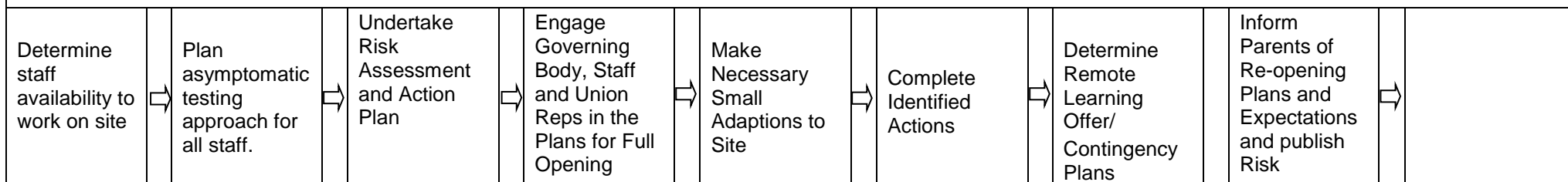
“This document has been produced in conjunction with Government, Public Health England and Department for Education guidance.

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

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

It is the staff's responsibility to read and understand this document and implement the control measures described

Steps of reopening



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 44)							DATE OF ASSESSMENT LAST UPDATE 6 TH September 2021	
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HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES IN PLACE AT BIDDICK HALL INFANT AND NURSERY SCHOOL	✓ if in place ✗ if not	IF '✗' STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES	RESIDUAL RISK RATING High, Medium, Low
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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'

Premises and equipment, water, etc. not maintained to statutory requirements:	Premises and utilities have been health and safety checked and building is compliant	√	Action at Biddick Hall Infant and Nursery school: The fire alarm takes place weekly by the caretaker of the children's Centre. Weekly checks logged in the fire safety file. Caretaker carries out weekly padlock checks to ensure swift opening of locked gates to facilitate swift and safe exit from the building Children's centre to give a set of keys to the school admin team in the event of a children's centre closure.	Low
	<ul style="list-style-type: none"> • Water treatments <i>Caretaker carries out weekly flushing and checking of water outlets. External company carries out fortnightly water checks. Completion logs checked weekly by a member of SLT</i> • Fire alarm testing • Fire evacuation procedures in the event that the childrens centre is closed and fire wardens have no access to the fire panel 	√		Low

ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (Page 3 of 44)

DATE OF ASSESSMENT
 LAST UPDATE 6TH September
 2021

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	<ul style="list-style-type: none"> • Repairs <i>All repairs will be undertaken via STC Asset Management Dept. Gold level SLA.</i> • PAT testing <i>All PAT Testing conducted January 2021. Annual renewal</i> • Fridges and freezers <i>Fridges and microwave ovens currently available to staff to be thoroughly cleaned at the end of each day by caretaker or cleaners.</i> • Boiler/ heating servicing • Internet services <i>Internet and computing facilities remain the responsibility of current provider - ICT in Schools.</i> <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. In classrooms, it will be important that schools improve ventilation (for example, by opening windows).</p> <p>Science and chemical stores Check the chemical store: There may have been a spill or leak so keep safe by reading GL246 before going in, and check GL247 and GL252 for further details and advice on</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>Technician will visit on allocated days as agreed with the Head teacher.</p>	<p>Low</p> <p>Low</p> <p>Low</p>

ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (Page 4 of 44)

DATE OF ASSESSMENT
 LAST UPDATE 6TH September
 2021

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	<p>what to look for.</p> <p>Be particularly careful if the weather has been hot or you are unsure that the store is ventilated well.</p> <p>If you need any help or advice contact the CLEAPSS Helpline https://science.cleapss.org.uk/helpline/</p> <p>Large quantities of high-alcohol-content hand sanitiser should be stored in a locked storage cupboard or metal cabinet and controlled like other combustibles.</p>			
	<ul style="list-style-type: none"> Insurance covers reopening arrangements Insurance arranged through South Tyneside Council Any other statutory inspections <p>Fire Risk Assessment and evacuation procedures reviewed and disseminated to all staff.</p> <p>A BUILDING RA COVID assessment has been completed for the general running of the building.</p> <p>NB: TWFRS who has confirmed that wedging doors open is not best practice, however due to the COVID-19 crisis wedging classroom doors can be done, but cross corridor doors and doors leading on to a fire escape or stairway must remain in the closed position at all</p>	<p>✓</p> <p>X</p> <p>✓</p>	<p>Current risk assessments to be reviewed and amended to reflect COVID 19 and disseminated to all staff</p> <p>Fire procedure:</p> <p>SOS register and inventory register to be taken to assembly point by the administrative staff. Administration team call 999 emergency services.</p> <p>All staff must sign in and out of the building using inventory system in order to be able to keep accurate records of who is on site.</p> <p>Fire evacuation practices to take place to ensure systems are effective. Fire logs completed.</p> <p>Ensure all staff are aware of new procedures around wedging open fire doors from TWFRS and adhere to this instruction at all times.</p>	<p>Low</p> <p>Low</p>

ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (Page 5 of 44)

DATE OF ASSESSMENT
 LAST UPDATE 6TH September
 2021

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<p>Risk of coronavirus infection spreading due to use of transport</p>	<p>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.</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>Adjust transport arrangements where necessary including: <input type="checkbox"/> encourage parents and children and young people to walk or cycle to their education setting where possible <input type="checkbox"/> make sure schools, parents and young people follow the Coronavirus (COVID-19): safer travel guidance for passengers when planning their travel <input type="checkbox"/> ensure that transport arrangements cater for any changes to start and finish times <input type="checkbox"/> communicating revised travel plans clearly to contractors, local authorities and parents where appropriate (for instance, to agree pick-up and drop-off times) 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. We are making a distinction between dedicated school transport and wider public transport: <input type="checkbox"/> 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 <input type="checkbox"/> by public transport services, we mean routes which are also used by the general public Dedicated school transport,</p>			

ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (Page 6 of 44)

DATE OF ASSESSMENT
 LAST UPDATE 6TH September
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	<p>including statutory provision 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: <input type="checkbox"/> how pupils are grouped together on transport, where possible this should reflect the bubbles that are adopted within school <input type="checkbox"/> use of hand sanitiser upon boarding and/or disembarking <input type="checkbox"/> additional cleaning of vehicles <input type="checkbox"/> organised queuing and boarding where possible <input type="checkbox"/> distancing within vehicles wherever possible <input type="checkbox"/> 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> <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. 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. 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-otherplaces-of-education-autumn-term-2020</p> <p>Wider public transport STC are currently working with transport providers and schools to plan safe, consistent transport for all staff</p>			

ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (Page 7 of 44)

DATE OF ASSESSMENT
LAST UPDATE 6TH September 2021

HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES IN PLACE AT BIDDICK HALL INFANT AND NURSERY SCHOOL	✓ if in place ✗ if not	IF '✗' STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES	RESIDUAL RISK RATING High, Medium, Low
	<p>and pupils. Families using public transport should refer to the safer travel guidance for passengers and Transport-to-school-and-other-placesof-education-autumn-term-2020 AWAITING LOCAL INFORMATION REGARDING TRANSPORT PLAN</p> <p>Families using public transport should refer to the safer travel guidance for passengers.</p>			
<p>Risk of coronavirus infection spreading to children and staff due to inadequate infection control procedure</p>	<p>Head teacher/Assistant head teachers to regularly check the latest government advice for schools and to ensure the advice is shared and followed.</p> <p>Daily updates from DFE e mailed to HT. All members of SLT keep up to date with recent guidance and discuss at weekly SLT meetings. Actions agreed and disseminated as appropriate. All government guidelines have been taken into account when assessing the school for risk and for agreeing new classroom organisation.</p> <p>Teachers share key information about hygiene daily. Teachers to remind children at the start of the day. Resources are 'Catch it, Bin it, Kill it' posters and handwashing posters– 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> <p>Has the school enough hand washing or hand sanitiser 'stations' available so that all pupils and staff can clean their hands regularly? ensure that sufficient handwashing facilities are available. Where a sink is not nearby, provide hand sanitiser/mobile sink units in classrooms and other learning environments</p>	<p>√</p> <p>√</p>	<p>Any visitors to in school is by prior agreement with the HT. The content of this risk assessment to be followed throughout the visit. Key hygiene information located around school. Age appropriate media, videos, posters, signage around school and in all bathroom areas to ensure pupils can follow the steps of good handwashing routines.</p> <p>Info shared on school website so all school population is aware of measures taken.</p> <p>Letters/information leaflets sent to parents around the return of pupils to school.</p> <p>Cleaning Information: Additional cleaning of toilets and routinely touched surfaces by staff in classrooms as well as the cleaning team at identified timers of the day. This will involve cleaning all tables and</p>	<p>Reduced to low by purchase of signage and information posters.</p>

ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (Page 8 of 44)

DATE OF ASSESSMENT
 LAST UPDATE 6TH September
 2021

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<p>Risk of coronavirus infection spreading to children and staff due to inadequate infection control procedure</p>	<p>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</p> <p>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</p> <ul style="list-style-type: none"> • 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> <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: • more frequent cleaning of rooms / shared areas that are used by different groups • frequently touched surfaces being cleaned more often than normal • toilets will need to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet - different groups being allocated their own toilet blocks 		<p>chairs and paying close attention to regularly touched areas especially telephones, copier machines, door handles and doors and keyboards.</p> <p>After each use of school equipment, staff members are expected to wipe the item clean (e.g. photocopier, keyboard, telephone, etc.).</p> <p>Non classroom members of staff to wipe down their own work area, including chair, telephone, keyboard, at the end of each work shift. These areas will be cleaned by the cleaner but this is an additional cleaning measure.</p> <p>Cleaners to wear LA provided uniforms on site. Senior administrative officer will be supervising all cleaning in the school.</p> <p>Senior administrative officer and Caretaker will liaise with the LA cleaning supervisor to ensure that all cleaning in school will be at the highest level.</p> <p>All classrooms will have a hand sanitiser station and access to a mobile sink which is thoroughly cleaned after use</p> <p>All pupils and staff members have access to soap and water - either in classroom or in the toilet areas.</p> <p>The sharing of resources to be monitored and all shared resources to be cleaned regularly.</p> <p>Monitor the use of water and sand play ensuring good hygiene routines before and after use.</p>	<p>Reduced to low by additional cleaning</p>

ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (Page 9 of 44)

DATE OF ASSESSMENT
 LAST UPDATE 6TH September
 2021

HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES IN PLACE AT BIDDICK HALL INFANT AND NURSERY SCHOOL	✓ if in place ✗ if not	IF '✗' STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES	RESIDUAL RISK RATING High, Medium, Low
Risk of coronavirus infection spreading to children and staff due to inadequate infection control procedure	<p>could be considered but is not a requirement if the site does not allow for it</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 <p>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>Teacher to reinforce cleaning and hygiene messages during the day. Teachers to supervisor hand washing and hand sanitising. All classrooms and work areas windows to be open during room use. use of toilets - pupils will be supervised by classroom staff. Classroom staff to ensure no crowding of toilets</p> <p>All rooms to ensure windows and doors are open regularly to allow fresh air to circulate. All staff aware of safety regulations of opening fire exits and fire doors</p> <p>Paper towels to be provided as an alternative to hand dryers which have been isolated and are out of use. Waste bins in each room and frequently emptied. All waste removed at end of each session Ventilation and air conditioning units have been checked and maintained. Where a known or suspected Covid 19 case has been reported, a full clean will be completed as per the specific guidelines given by the government.</p> <p>Cleaning of toilets after use: Following use of pupils' toilet in the school buildings a rota of timed cleaning will be carried out with wipes and sprays. Staff carrying out this task must wear gloves.</p> <p>After adult use staff are asked to use cleaning materials to leave toilet clean after use. This is</p>	Low

ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (Page 10 of 44)

DATE OF ASSESSMENT
LAST UPDATE 6TH September
2021

HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES IN PLACE AT BIDDICK HALL INFANT AND NURSERY SCHOOL	✓ if in place ✗ if not	IF '✗' STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES	RESIDUAL RISK RATING High, Medium, Low
Risk of coronavirus infection spreading to children and staff due to inadequate infection control procedure			<p>an initial measure and will be followed by an additional clean from the cleaner.</p> <p>Sick bay / Gents toilet (Admin corridor) will be available for a pupil whilst in the sick bay. ONCE USED IT MAY NOT BE USED AGAIN UNTIL CLEANED</p>	Low
Risk of coronavirus infection spreading to children and staff due to inadequate infection control procedure	<p>Ensure that all adults and children:</p> <ul style="list-style-type: none"> ○ frequently wash their hands with soap and water for 20 seconds and dry thoroughly. ○ clean their hands on arrival at the setting, before and after eating, and after sneezing or coughing ○ are encouraged not to touch their mouth, eyes and nose ○ use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it') <ul style="list-style-type: none"> ● ensure that help is available for children and young people who have trouble cleaning their hands independently ● consider how to encourage young children to learn and practise these habits through games, songs and repetition ● ensure that bins for tissues are emptied throughout the day ● where possible, all spaces should be well ventilated using natural ventilation (opening windows) or ventilation units ● prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation ● there is no need for anything other than normal personal hygiene and washing of clothes following a day in an educational or 	✓	<p>Signage, age appropriate posters and other media sources. Specific hygiene procedures planned into the daily curriculum.</p> <p>Additional lidded waste bins for used tissues in each classroom to be double bagged and removed after each session.</p> <p>If a child requires specific help with handwashing, staff must stand to the side of the pupil avoiding any face to face contact and ensure extra handwashing after any support is given</p> <p>All pupils to ensure they wear clean recently washed clothes each day. Pupils are expected to wear school uniform along with Velcro fastening shoes.</p> <p>Senior administrative officer liaises with caretaker daily to audit supplies of cleaning</p>	Low

ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (Page 11 of 44)

DATE OF ASSESSMENT
 LAST UPDATE 6TH September
 2021

HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES IN PLACE AT BIDDICK HALL INFANT AND NURSERY SCHOOL	✓ if in place ✗ if not	IF '✗' STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES	RESIDUAL RISK RATING High, Medium, Low
Risk of coronavirus infection spreading to children and staff due to inadequate infection control procedure	childcare setting. <ul style="list-style-type: none"> • 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. There is a dedicated helpline number for education and children's Social care related to queries for anyone working in early years through to universities, plus parents- 08000468687-8am -6pm (Monday to Friday) or 10am -4pm Saturday and Sunday		equipment - stock take conducted on a daily basis to ensure good stocks of everything needed in school to ensure good hygiene measures. <p>Normal first aid: Normal first aid to be only carried out at the area of incident.</p> Staff administering routine first aid must wear at least gloves and make every effort to minimise sustained contact with the injured person and whenever possible stand to the side rather than in front of the injured person. Stocks are kept in each classroom with additional supplies in the first aid cupboard A mask, gloves, apron and face shield should be part of each first aid kit. A major first aid incident will necessitate that a face mask, gloves, shield and apron are worn and these should be put on prior to giving support to the injured person. In a major incident please call for a member of SLT and paediatric first aider if available. Senior admin officer to ensure all first aid kits are checked on a weekly basis and supplies replenished. First aiders to follow government guidelines. First aiders must wash their hands or use hand sanitiser before and after treating a casualty. First aider to ensure all protocols are followed (paperwork, informing parents, etc.) before the end of the session. First aiders must assess the injured party from	Reduced to low due to the purchase of additional PPE

ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (Page 12 of 44)

DATE OF ASSESSMENT
 LAST UPDATE 6TH September
 2021

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

ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (Page 13 of 44)

DATE OF ASSESSMENT
 LAST UPDATE 6TH September
 2021

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<p>Child/Adult is unwell and it is believed that they have been exposed to</p>	<p>Ensure that pupils, staff and other adults do not come into the school if they have coronavirus (COVID-19) symptoms, 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</p>		<p>by any qualified first aider Policy Amendment May. Areas used or touched during first aid will be cleaned by first aider/cleaner before returning pupil to classroom. Gloves must be worn during this process and hands washed before and after process. All areas used during this process must be cleaned by staff member administering the medication. Named Paediatric first aider on site at all times when pupils are present. If the named first aider is off due to sickness, SLT will allocate staffing to cover this. To ensure that there will always be a first aider on site all staff will update first aid training online if it is due to expire. Staff to inform SLT of the incident of any major incident, SLT is aware to call emergency services if required. No first aid to be administered unless this is by a trained first aider. Amendment to first aid policy that any member of staff with a first aid certificate can administer medication.</p> <p>PPE available for use by all staff and pupils. Video shared to staff about how to use the equipment safely.</p> <p>Symptom advice shared on website and MYSCHOOLAPP</p> <p>Main reception is the waiting area for symptomatic cases. Gents toilet in Admin corridor is the designated toilet for those with</p>	

ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (Page 14 of 44)

DATE OF ASSESSMENT
LAST UPDATE 6TH September
2021

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<p>COVID-19.</p> <p>Child/Adult is unwell and it is believed that they have been exposed to COVID-19.</p>	<p>(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 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection', which sets out that they must self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus (COVID-19). 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.</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 safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) guidance.</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> <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)</p> <p>Everyone must wash their hands thoroughly for 20 seconds with soap</p>		<p>symptoms. This toilet is not to be used by any other members of staff.</p> <p>Any child showing any symptoms will be taken to the main reception to await collection.</p> <p>Procedure for pupils with symptoms Classroom staff ensure they are wearing full PPE and take child to the waiting area. Maintain stringent 2 metre distance and wear mask, shield and gloves to walk child to the identified area. Instruct child to go and sit on the plastic chair. Observe child and maintain 2 metre distance unless the child is distressed or needs assistance. Reassure and tell them you are here to help whilst we wait for parent /carer. Staff member in full PPE to stay with child until collected.</p> <p>Admin staff to call parents if any child shows any symptoms. Parents informed that they must be available to collect their child immediately if we call them with this information. If a parent is unable or unwilling to collect their child immediately, Admin staff will inform member of SLT immediately and this will be dealt with as a safeguarding issue.</p> <p>Any tissues/sick bowl that has been used by an ill pupil/staff member must be double bagged and stored for 72 hours prior to disposal. Any waste that could be COVID 19 contaminated must be stored in the meter cupboard with clear signage whilst awaiting clearance for disposal</p>	

ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (Page 15 of 44)

DATE OF ASSESSMENT
 LAST UPDATE 6TH September
 2021

HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES IN PLACE AT BIDDICK HALL INFANT AND NURSERY SCHOOL	✓ if in place ✗ if not	IF '✗' STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES	RESIDUAL RISK RATING High, Medium, Low
	<p>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 (COVID19)</p>		<p>When a child, young person or staff member develops symptoms compatible with coronavirus, they should be sent home and advised to book a test.. All staff and students who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus, and are encouraged to get tested in this scenario. If a parent refuses to access a test, then they must keep their child at home for 10 days the school must be extra vigilant for symptomatic children/staff in that group</p> <p>Where the child, young person or staff member tests negative, they can return to their setting. If the young person or staff member tests positive the other household members of that wider class or group do not need to self-isolate if they meet the necessary criteria:</p> <ul style="list-style-type: none"> • they are fully vaccinated • they are below the age of 18 years and 6 months • they have taken part in or are currently part of an approved COVID-19 vaccine trial • they are not able to get vaccinated for medical reasons <p>If a child complains of feeling unwell or presents as unwell their temperature will be taken. If above 38 degrees' child to be isolated as per risk assessment and parent carer called for.</p> <p>If below then it should be checked again in 15 minutes.</p>	

ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (Page 16 of 44)

DATE OF ASSESSMENT
 LAST UPDATE 6TH September
 2021

HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES IN PLACE AT BIDDICK HALL INFANT AND NURSERY SCHOOL	✓ if in place ✗ if not	IF '✗' STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES	RESIDUAL RISK RATING High, Medium, Low
			<p>Those staff who are extremely clinically vulnerable have either a personal risk assessment completed and/or referred to occupational health.</p> <p>RA to be shared with all school staff; asking all staff members to read the document and reply to say they have done so. Even if a staff member does not reply to say they have read the document, it will be assumed that they have done so and are willing to follow all guidelines outlined</p> <p>It is felt that as part of the staff team of Biddick Hall Infant and Nursery School School, it is staff's professional responsibility to read and follow the content outlined in this document. If a staff member does not agree with any part of the RA, they are to email/telephone the Head with their concerns. These will be discussed with SLT and answer given as soon as possible.</p> <p>Staff have been and will continue to be advised to share all union advice around their concerns to ensure the HT is in tune with the current staff view.</p> <p>Remote learning action plan in place and operational.</p> <p>All pupils now registered to access google classroom.</p> <p>All staff have received google classroom</p>	

ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (Page 17 of 44)**DATE OF ASSESSMENT**
LAST UPDATE 6TH September
2021

HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES IN PLACE AT BIDDICK HALL INFANT AND NURSERY SCHOOL	✓ if in place ✗ if not	IF '✗' STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES	RESIDUAL RISK RATING High, Medium, Low
			training in order to support remote learning.	

ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice **(Page 18 of 44)**

DATE OF ASSESSMENT
 LAST UPDATE 6TH September
 2021

HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES IN PLACE AT BIDDICK HALL INFANT AND NURSERY SCHOOL	✓ if in place ✗ if not	IF '✗' STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES	RESIDUAL RISK RATING High, Medium, Low
Risk of coronavirus infection spreading due to large class sizes and reduced space		✓	All classrooms will have handwashing information /posters on display to support daily teaching. Posters and health information Main Reception area / sign in & out in Staff, Governors and visitors use inventory system.	

ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (Page 19 of 44)**DATE OF ASSESSMENT**
LAST UPDATE 6TH September
2021

HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES IN PLACE AT BIDDICK HALL INFANT AND NURSERY SCHOOL	✓ if in place ✗ if not	IF '✗' STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES	RESIDUAL RISK RATING High, Medium, Low
Risk of coronavirus infection spreading due to large class sizes and reduced space		✓	All staff members and visitors encouraged to use hand sanitiser upon entering and leaving the reception area. Sanitiser station located at entry of each classroom - all pupils and staff must use this (with consent) on entry to classroom	
Risk of coronavirus infection spreading due to large class sizes and reduced space		✓		

ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (Page 20 of 44)

DATE OF ASSESSMENT
 LAST UPDATE 6TH September
 2021

HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES IN PLACE AT BIDDICK HALL INFANT AND NURSERY SCHOOL	✓ if in place ✗ if not	IF '✗' STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES	RESIDUAL RISK RATING High, Medium, Low
Risk of coronavirus infection spreading due to large class sizes and reduced space	<p><i>Measures for arriving at and leaving school</i></p> <p>Staff must wash their hands immediately on arrival (as is the case for all pupils), staff choosing to use face coverings must dispose of temporary face coverings in a covered bin or 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.</p>		<p>Gate into main yard This is the pupil entrance and exit for those children in our y1/y2 classes. Year 1 pupils will enter their classrooms via the classroom fire exit doors and y2 pupils will enter the classroom via the cloakroom. Parents will not cross the identified line and will drop children at the walking zone. Parents will exit via the side gate into the carpark. Staff will direct from a safe distance. Signage and support from staff will ensure parents are aware they are exiting via a functional carpark and to take extra care and follow the signage.</p> <p>Side Gate reception class Entry and exit will be on a one in one out basis with parents remaining beyond the perimeter fence until it is safe to enter with their child. They will be asked to leave their child at the end of the path, markings will indicate. Children will see their teacher and walk into the building</p>	

ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (Page 21 of 44)

DATE OF ASSESSMENT
 LAST UPDATE 6TH September
 2021

HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES IN PLACE AT BIDDICK HALL INFANT AND NURSERY SCHOOL	✓ if in place ✗ if not	IF '✗' STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES	RESIDUAL RISK RATING High, Medium, Low
<p>Risk of coronavirus infection spreading due to large class sizes and reduced space</p>	<p>Other considerations Some pupils with SEND (whether with education, health and care plans or on SEN support) will need specific help and preparation for changes to routine 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. 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 site guidance on 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.</p> <p>Breakfast and after school provision for pupils on roll at our school is fully operational.</p>		<p>Equipment Pupils in YR and ks1 will be given their own smart sack containing all key resources.</p> <p>· Pupils bring their filled water bottle from home and it remains on their desk.</p> <p>Braeakfast and after school provision is now accessible to pupils from the neighbouring Junior school with strong communication between settings in the event of a positive case.</p>	

ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (Page 22 of 44)

DATE OF ASSESSMENT
 LAST UPDATE 6TH September
 2021

HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES IN PLACE AT BIDDICK HALL INFANT AND NURSERY SCHOOL	✓ if in place ✗ if not	IF '✗' STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES	RESIDUAL RISK RATING High, Medium, Low
<p>Risk of coronavirus infection spreading due to large class sizes and reduced space</p>	<p>Close cooperation between school and the other relevant professionals is essential. Schools should have discussions with key contractors about the school's control measures and ways of working as part of ongoing planning. Schools should ensure site guidance on preventative measures and hygiene is explained to visitors on or before arrival.</p> <p>Schools should consider how to manage other visitors to the site, such as contractors, and ensure that the risks associated with being potential close contacts are addressed.</p> <p>Where visits can happen outside of school hours, they should. A record should be kept of all visitors.</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>Equipment and resources are integral to education in schools. Reintroduction of many resources into classrooms will be closely monitored.</p> <p>For individual and very frequently used equipment, such as pencils and pens, it is still recommended that staff and pupils have their own items that are not shared.</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>Classroom based resources, such as books and games, can be used and shared within the classroom; these should be cleaned regularly, along with all frequently touched surfaces. Resources that are shared between classes, such as sports, art and science equipment should be cleaned frequently and meticulously and always when moved between classes.</p>	<p>✓</p>		

ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (Page 23 of 44)

DATE OF ASSESSMENT
 LAST UPDATE 6TH September
 2021

HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES IN PLACE AT BIDDICK HALL INFANT AND NURSERY SCHOOL	✓ if in place ✗ if not	IF '✗' STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES	RESIDUAL RISK RATING High, Medium, Low
<p>Poor Psychological / Staff / Pupil Wellbeing – due to personal, workload, returning to school issues, etc</p>	<p>Outdoor playground equipment should be more frequently cleaned. Pupils must sanitise their hands before and after playing on outdoor equipment. 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"> <input type="checkbox"/> Read and follow the instructions <input type="checkbox"/> Use the recommended amount of product <input type="checkbox"/> Keep out of the reach of children <input type="checkbox"/> Use only on appropriate surfaces <input type="checkbox"/> Never mix hypochlorite bleach with other cleaning products <p>Resources</p> <p>Outdoor playground equipment should be more frequently cleaned. This would also apply to resources used inside and outside by wraparound care providers. 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 although discouraged. 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</p> <p>Approach to support wellbeing, mental health and resilience in place, including bereavement support</p> <p>How staff are supported to follow this within their own situations and that of pupils and colleagues is clear.</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>covid-19-guidance-for-the-public-on-mental-health-and-wellbeing</p>	<p>✓</p>	<p>Mental Health Champions appointed before Covid 19. All staff aware of MHC.</p> <p>Staff receive regular updates and emails sent by HT stating she is always available to speak to.</p> <p>Documentation to support emotional wellbeing is emailed to staff and raised in regular HT e mails.</p> <p>All parents informed of requirements within school and informed if their child cannot or will not follow procedures put in place, we will discuss this with parents and actions taken.</p> <p>Appendix to school’s behaviour policy added</p>	

ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (Page 24 of 44)

DATE OF ASSESSMENT
 LAST UPDATE 6TH September
 2021

HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES IN PLACE AT BIDDICK HALL INFANT AND NURSERY SCHOOL	✓ if in place ✗ if not	IF '✗' STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES	RESIDUAL RISK RATING High, Medium, Low
Risk of coronavirus infection spreading to children and staff at schools	To help ensure that the risk of virus spread for both staff and children is as low as possible you should: <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 • stagger lunch times, break times and the movement of pupils around the school to reduce large groups of children gathering • Primary schools Staff in primary schools will continue to be offered the opportunity to test with LFDs twice a week at home, as per existing guidance on testing for staff in primary schools and nurseries. 	✓	<p>Cleaning non classroom areas</p> <p>HT - her office, Admin office, Relationships Manager-office, AHT Nursery office.</p> <p>Administrative team work in the office. The numbers of additional staff entering the office must be negligible. Whenever possible please interact with office staff via e mail or phone.</p> <p>All non-classroom staff members will be expected to clean their areas after use - including telephone, keyboard and chair. These areas will be cleaned by the cleaner but this is an additional cleaning action.</p> <p>All deliveries to school to be left in reception area. Caretaker to wipe down prior to distribution..Some essential face to face meetings can recommence. These meetings will be kept to a minimum. Visitors must sanitise their hands before leaving reception area.</p> <p>Interactions between staff, pupils, contractors and visitors to be carried out with caution and common sense. Hygiene measures maintained. Signage on the gate to ask anyone with symptoms not to enter the premises. Meetings will be scheduled into school calendar .</p> <p>All staff to ensure they add any appointments into school calendar.</p> <p>Meetings with parents to take place via telephone when necessary. Face to face meetings will be at the discretion of the head teacher..</p>	

ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (Page 25 of 44)

DATE OF ASSESSMENT
 LAST UPDATE 6TH September
 2021

HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES IN PLACE AT BIDDICK HALL INFANT AND NURSERY SCHOOL	✓ if in place ✗ if not	IF '✗' STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES	RESIDUAL RISK RATING High, Medium, Low
<p>Risk of coronavirus infection spreading to children and staff due to lack of PPE</p>	<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>✓</p>	<p>Staff have the option to wear a face covering when moving around school in communal areas at times of high traffic although this is no longer compulsory.</p> <p>All staff aware of RA and its content.</p> <p>All staff to follow all advice within this document, the supplementary updates document and the outbreak management plan. - control measures & actions.</p>	

ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (Page 26 of 44)

DATE OF ASSESSMENT
 LAST UPDATE 6TH September
 2021

HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES IN PLACE AT BIDDICK HALL INFANT AND NURSERY SCHOOL	✓ if in place ✗ if not	IF '✗' STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES	RESIDUAL RISK RATING High, Medium, Low
Risk of coronavirus infection spreading to children and staff due to poor communication	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) • 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 arrival and departure expectations, including discussing whether training would be helpful) 	✓	Signage on gate - do not enter if you have any of these symptoms ... Letter to parents explaining measures and drop off procedures Teacher vigilance and age appropriate conversations around symptoms.	

ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (Page 27 of 44)

DATE OF ASSESSMENT
 LAST UPDATE 6TH September
 2021

HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES IN PLACE AT BIDDICK HALL INFANT AND NURSERY SCHOOL	✓ if in place ✗ if not	IF '✗' STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES	RESIDUAL RISK RATING High, Medium, Low
<p>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"> • book a test if they are displaying symptoms. Staff and pupils 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 • 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 <p>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.</p> <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>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</p>			

ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (Page 28 of 44)

DATE OF ASSESSMENT
 LAST UPDATE 6TH September
 2021

HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES IN PLACE AT BIDDICK HALL INFANT AND NURSERY SCHOOL	✓ if in place ✗ if not	IF '✗' STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES	RESIDUAL RISK RATING High, Medium, Low
<p>Failure to manage confirmed cases of coronavirus (COVID-19) amongst the school</p>	<p>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 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>if someone tests positive, they should follow the ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’ and must continue to self-isolate for at least 10 days from the onset of their symptoms or the date the 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 the test was taken. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal..</p> <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 work with schools in this situation to guide them through the actions they need to take.</p> <p>Direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a</p>			

ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (Page 29 of 44)

DATE OF ASSESSMENT
 LAST UPDATE 6TH September
 2021

HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES IN PLACE AT BIDDICK HALL INFANT AND NURSERY SCHOOL	✓ if in place ✗ if not	IF '✗' STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES	RESIDUAL RISK RATING High, Medium, Low
<p>community</p>	<p>face to face conversation, or unprotected physical contact (skin-to-skin)</p> <ul style="list-style-type: none"> • 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 <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>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>Local PH contacts: <input type="checkbox"/> 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.</p> <p>days a week by the public health team. <input type="checkbox"/> Public Health England (North East and Yorkshire Region) 0300 303 8596 <input type="checkbox"/> Claire Mawson, Senior Public Health Advanced Practitioner claire.mawson@southtyneside.gov.uk 07776 992033 (parttime Monday-Wednesday am) <input type="checkbox"/> Sam Start, Senior Public Health Advanced Practitioner samantha.start@southtyneside.gov.uk 07776997869 (Wednesday pm-Friday)</p>			

ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (Page 30 of 44)**DATE OF ASSESSMENT**
LAST UPDATE 6TH September
2021

HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES IN PLACE AT BIDDICK HALL INFANT AND NURSERY SCHOOL	✓ if in place ✗ if not	IF '✗' STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES	RESIDUAL RISK RATING High, Medium, Low
	<p>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. 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>			

ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (Page 31 of 44)

DATE OF ASSESSMENT
LAST UPDATE 6TH September
2021

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ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (Page 32 of 44)**DATE OF ASSESSMENT**
LAST UPDATE 6TH September
2021

HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES IN PLACE AT BIDDICK HALL INFANT AND NURSERY SCHOOL	✓ if in place ✗ if not	IF '✗' STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES	RESIDUAL RISK RATING High, Medium, Low
Lack of first aid provision due to staff shortages	Risk assess the current provision – the staff and pupil's medical conditions need to be taken into consideration, e.g. diabetes, allergies and the use of epi-pens, how far you are away from an A&E, etc. Where applicable you will need to ensure least one person who has a full paediatric first aid (PFA) certificate to be on the premises. You may be able to link up with other schools near to you to share first aid provision. https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2/early-years-foundation-stage-coronavirus-disapplications		See above re first aid / sick bay. Pupil Y1 who currently has a stoma bag. Training 9/9/ necessary before this level of medical care can be administered at school. All teaching assistants have completed recent first aid training to ensure coverage across school.	

ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (Page 33 of 44)**DATE OF ASSESSMENT**
LAST UPDATE 6TH September
2021

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Reference documents:

Please see links in original document which update automatically.

Assessed by: Mrs Andrea Willis

Signed: A R Willis

Date: 2nd September 2020

Review Date: 30th September 2020

Review Date: 20th November 2020

Review Date: 18TH December 2020

Review date: 6th January 2021

Review Date: 5th March 2021

ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (Page 34 of 44)**DATE OF ASSESSMENT**
LAST UPDATE 6TH September
2021

HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES IN PLACE AT BIDDICK HALL INFANT AND NURSERY SCHOOL	✓ if in place ✗ if not	IF '✗' STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES	RESIDUAL RISK RATING High, Medium, Low
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