


ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice		DATE OF ASSESSMENT July 2021 (prepared for September)
ESTABLISHMENT/SCHOOL Toner Avenue	SECTION/TEAM Education	
WHO MIGHT BE HARMED? Employees, pupils, trainees, students and visitors		HOW MANY ARE AFFECTED? 350+
<p><b>This document has been produced in conjunction with all Government guidance</b>  <b>All risk has been assessed to minimise the spread of the virus as far as possible</b>  <b>The risk assessment cannot guarantee safety of pupils and staff but if followed will mitigate risk as far as possible</b>  <b>It is staff members' responsibility read and understand this document and implement the measures described</b>  <b>It is staff member's responsibility to ensure that pupils adhere to all social distancing (SD) measures</b></p>		
<pre> graph LR     A[Determine Staff Availability to Work On-site] --&gt; B[Plan Asymptomatic Testing approach. Primary Staff, Secondary Staff &amp; Students]     B --&gt; C[Undertake Risk Assessment and Action Plan]     C --&gt; D[Engage Governing Body, Staff and Union Reps in the Plans for Full Re-opening]     D --&gt; E[Make Any Minor Adaptations to Site as Necessary]     E --&gt; F[Complete Identified Actions]     F --&gt; G[Determine Contingency Plans including Remote Learning Provision]     G --&gt; H[Inform Parents of Arrangements for Full Re-opening] </pre>		
		 South Tyneside Council

Risk Assessment – Coronavirus (COVID-19)

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<b>HAZARDS</b> (including inadequate / lack of arrangements)	<i>EXISTING CONTROL MEASURES</i>	✓ if in place <input type="checkbox"/> if not	<b>IF '☐' STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES</b>	<i>RESIDUAL RISK RATING</i> High, Medium, Low

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:	<p>Premises and utilities have been health and safety checked and building is compliant</p> <ul style="list-style-type: none"> <li>• Water treatments</li> <li>• Fire alarm testing</li> <li>• Repairs</li> <li>• PAT testing</li> <li>• Fridges and freezers</li> <li>• Boiler/ heating servicing</li> <li>• Internet services</li> <li>• Any other statutory inspections</li> <li>• Insurance covers reopening arrangements</li> <li>• Fire Risk Assessment and evacuation procedures reviewed and disseminated to all staff.</li> </ul> <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,</p>	✓	<ul style="list-style-type: none"> <li>• Caretaker has continued with daily and weekly checks around school in line with his job description.</li> <li>• All external inspections have taken place as arranged.</li> <li>• All PAT Testing conducted prior to Covid lockdown.</li> <li>• Insurance arranged via STC.</li> <li>• Fridges and microwave ovens currently available to staff to be thoroughly cleaned at the end of each day by cleaning staff.</li> <li>• Internet and computing facilities remain the responsibility of current provider - ICT in Schools.</li> <li>• All current school RA reviewed.</li> <li>• Covid 19 Policy shared with staff.</li> <li>• Appendix to current Behaviour Policy implemented. Behaviour expectations explained to parents</li> </ul>	
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	<p>increasing the risks of Legionnaires' disease. Advice on this can be found in the guidance on <a href="#">Legionella risks during the coronavirus outbreak</a>.</p> <p>Additional advice on safely reoccupying buildings can be found in the Chartered Institute of Building Services Engineers' guidance on <a href="#">emerging from lockdown</a>.</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 <a href="#">air conditioning and ventilation during the coronavirus outbreak</a>.</p> <p>In classrooms, it will be important that schools improve ventilation (for example, by opening windows).</p>		<ul style="list-style-type: none"> <li>There may be incidents in school where social distancing is not safe to do so (eg in case of fire). Where possible SD will be maintained if safe to do so at assembly point.</li> </ul> <p><b>Fire procedure:</b></p> <ul style="list-style-type: none"> <li>During this period it cannot be guaranteed that fire wardens will be available.</li> <li>The teacher in classroom bubbles is therefore to take charge of pupils and staff in their bubble and ensure everyone leaves the building.</li> <li>All other staff to ensure they leave the building as soon as possible.</li> <li>Reception staff to ensure a record of all staff on site is available. It is essential that all staff on site sign in at reception.</li> <li>Teacher to inform reception staff of any missing people from their bubble.</li> <li>No member of staff to enter building if a fire incident is in place unless they are trained as a fire warden.</li> <li>Reception staff to telephone 999 emergency services as soon as possible.</li> <li>Fire evacuation point to remain as school yard. (quad)</li> </ul>	
	<p>A 'BUILDING RA COVID' assessment has been completed for the general running of the building.</p> <p><b>NB:</b> 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	<ul style="list-style-type: none"> <li>New internal layouts and access points agreed.</li> <li>Staff entrance - reception</li> <li>Pupil entrance and exit -Bubble room doors</li> <li>Classroom and office doors to be wedged open during use but left closed when vacated.</li> <li>Hall door to be wedged open.</li> </ul>	L

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	<p>Any door wedged open must have the wedge removed when the class is vacant even for the shortest period and the school must risk assess this.</p> <p>As for installing barriers in front of doors this is not acceptable under any circumstance, should an area need to be segregated then the use of signage and Fire Exit Door Security Seals should be used which would snap if the door is forced open allowing anyone emergency egress if necessary.</p>	& building RA	<ul style="list-style-type: none"> <li>All internal and external fire doors to remain closed as per normal building practice.</li> <li>All fire escapes routes to be kept clear at all times, as per normal building practice.</li> </ul>	
Risk of coronavirus infection spreading to children and staff due to inadequate infection control procedure	<p>Lead/Head teacher to regularly check the latest government advice for schools and to ensure the advice is shared and followed. See links for latest advice – <a href="https://www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19">https://www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19</a> <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance</a></p> <p>Teachers share key information about hygiene daily. HT DHT and AHT to remind children at the start of the day. Resources are 'Catch it, Bin it, Kill it' poster and handwashing video 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"> <li>before leaving home</li> <li>on arrival at school</li> <li>after using the toilet</li> <li>after breaks and sporting activities</li> <li>before food preparation</li> <li>before eating any food, including snacks</li> <li>before leaving school</li> <li><b>Soap and water is more effective than using sanitisers</b></li> </ul> <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</p>	✓	<p><b>General actions</b></p> <ul style="list-style-type: none"> <li>Daily updates from DFE forwarded to HT. Forwarded to DHT and AHT to read info within the updates and action as necessary. Info shared with wider school population as necessary.</li> <li>All government guidelines have been taken into account when assessing the school for risk and for agreeing new building layout.</li> </ul> <p><b>Hygiene</b></p> <ul style="list-style-type: none"> <li>Key hygiene information located around school. Prevent and symptoms information shared with pupils at the start of each day. Info shared on social media so all school population is aware of measures taken.</li> <li>Letter to parents (protocol letter link) - 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.</li> <li>All pupils and staff members have access to soap and water - either in classroom or in the toilet areas.</li> <li>All pupils issued with their own stationery wallet.</li> </ul>	Reduced to L by employment of additional cleaner.

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	<p>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>From Step 4, Face coverings are no longer advised for pupils, staff and visitors either in classrooms or in communal areas. The government has removed the requirement to wear face coverings in law but expects and recommends that they are worn in enclosed and crowded spaces where you may come into contact with people you don't normally meet. This includes public transport and dedicated transport to school or college.</p>		<ul style="list-style-type: none"> <li>Teacher to reinforce cleaning and hygiene messages during the day.</li> <li>Teachers to supervisor hand washing and hand sanitising.</li> <li>Paper towels to be provided as an alternative to hand dryers.</li> </ul> <p><b><u>Cleaning</u></b></p> <ul style="list-style-type: none"> <li>Cleaners will work in school 7.00 - 8.45 around all areas of the school.</li> <li>Cleaner to pay particular attention to telephones, copier machines, door handles and doors and keyboards.</li> <li>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</li> <li>Each classroom is equipped with anti bacterial cleaning provisions</li> <li>Caretaker will be supervising all cleaning in the school.</li> <li>Caretaker will ensure all cleaning in school will be at the highest level.</li> <li>All classrooms will have a hand sanitiser station.</li> </ul>	
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			<ul style="list-style-type: none"> <li>● Cleaning equipment - stock take conducted on a daily basis to ensure good stocks of everything needed in school to ensure good hygiene measures.</li> <li>● Waste bins in each room and frequently emptied.</li> <li>● All waste removed at end of each day.</li> </ul> <p><b><u>Ventilation</u></b></p> <ul style="list-style-type: none"> <li>● All rooms to ensure windows and doors are open regularly to allow fresh air to circulate.</li> <li>● Ventilation and air conditioning units have been checked and maintained.</li> </ul> <p><b><u>Testing, self-isolation and managing confirmed cases of COVID-19.</u></b></p> <ul style="list-style-type: none"> <li>● All pupils, staff and other adult should follow public health advice on when to self isolate and what to do. They should <b>not</b> come in to school if they have symptoms, have had a positive test result or any other reasons requiring them to stay at home due to the risk of passing on COVID-19.</li> <li>● Anyone in school who develops symptoms (however mild) to be sent home and they should follow public health advice.</li> <li>● Those displaying symptoms to avoid public transport (where possible).</li> <li>● Pupils awaiting collection to be left in a room on their own providing it is safe and possible to do so. This room should be ventilated appropriately. Staff should wear appropriate PPE if required for close contact.</li> </ul>	
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			<p><b><u>Procedure for pupils with symptoms.</u></b></p> <ul style="list-style-type: none"> <li>• Classroom staff take child to medical room; sit child near window and open window.</li> <li>• Classroom staff phone named first aider to come over to medical room.</li> <li>• When first aider arrives, they put on all necessary PPE equipment.</li> <li>• Once first aider is prepared, classroom staff can now return to their classroom.</li> <li>• First aider to stay with child until collected.</li> <li>• Reception staff to call parents if any child shows any symptoms.</li> <li>• 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.</li> <li>• Once area is clear after use, first aider to inform reception staff and cleaner of cleaning requirement.</li> <li>• Full area not to be used until cleaning is carried out.</li> <li>• <b>Do not enter, cleaning in progress signs made for cleaners</b></li> </ul>	
Conducting staff Lateral Flow Tests (LFTs)	It remains imperative that the <u>system of controls</u> continues to be rigorously applied to enable the safest possible environment. The testing programme is an important addition to supporting leaders to maintain the continuity of education through the pandemic.	✓	All guidance, webinars, relevant paperwork and documentation to be available to all staff via Resources file – Google Drive.	

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<b>HAZARDS</b> (including inadequate / lack of arrangements)	<i>EXISTING CONTROL MEASURES</i>	✓ if in place <input type="checkbox"/> if not	<b>IF 'X' STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES</b>	<i>RESIDUAL RISK RATING</i> High, Medium, Low

	<p>All primary schools, school-based nurseries and maintained nursery schools will start to receive deliveries of home testing kits to offer to all their staff from 18 January.</p> <p>Primary, school-based nursery and maintained nursery staff will be supplied with lateral flow device (LFD) test kits to self-swab. Staff will be asked to take their test kits home and carry out the test twice a week. The LFD test will give a result in around 30 minutes. Staff must report their result to NHS Test and Trace as soon as the test is completed either online or by telephone as per the instructions in the home test kit. Staff should also share their result with their school or nursery to help with contact tracing.</p> <p>Testing is not mandatory for staff and staff do not need to provide proof of a negative test result to attend school or nursery in person, although participation in testing is strongly encouraged.</p> <p>Staff taking part in the testing must complete the consent form.</p> <p>Privacy notice to be shared with all staff.</p> <p>Staff to following the instructions and storage guidance provided with the testing kit.</p> <p>Staff to carefully dispose of the test device and equipment in their household rubbish. This maybe subject to change based on any future waste disposal guidance.</p> <p>Staff with a positive LFD test result will need to self-isolate in line with the <u>stay-at-home guidance</u>. They will also need to arrange a polymerase chain reaction (PCR) test to confirm the result. Staff with a negative LFD test result can continue to attend school or nursery and use protective measures. <a href="https://www.gov.uk/get-coronavirus-test">https://www.gov.uk/get-coronavirus-test</a></p> <p>The asymptomatic testing programme does not replace the current testing policy for those with symptoms. Anyone with symptoms (even if they recently had a negative LFD test result), should still self-isolate immediately according to government guidelines.</p> <p>Those with symptoms are also expected to order a test online or visit a test site to take a polymerase chain reaction (PCR) test to check if they have the virus.</p>		<p>Tests to be collected from Headteacher’s room – sign out sheet procedure.</p> <p>Staff to continue taking twice weekly home LFT whenever they are on site until the end of September, when this will be reviewed.</p>	
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Failure to use Test and Trace leading to coronavirus infection spreading to children and staff.	<p>Settings only needed to do contact tracing up to and including 18 July. Close contacts will now be identified via NHS Test and Trace and education settings will no longer be expected to undertake contact tracing.</p> <p>As with positive cases in any other setting, NHS Test and Trace will work with the positive case to identify close contacts. Contacts from a school setting will only be traced by NHS Test and Trace where the positive case specifically identifies the individual as being a close contact. This is likely to be a small number of individuals who would be most at risk of contracting COVID-19 due to the nature of the close contact. You may be contacted in exceptional cases to help with identifying close contacts, as currently happens in managing other infectious diseases.</p> <p>From 16 August 2021, children under the age of 18 years old will no longer be required to self-isolate if they are contacted by NHS Test and Trace as a close contact of a positive COVID-19 case.</p> <p>Instead, children will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a PCR test. We would encourage all individuals to take a PCR test if advised to do so.</p> <p>Settings will continue to have a role in working with health protection teams in the case of a local outbreak. If there is an outbreak in a setting or if central government offers the area an enhanced response package, a director of public health might advise a setting to temporarily reintroduce some control measures.</p>	✓	<p>Where required, school to work with NHS Test and Trace to identify potential close contacts.</p> <p>School to ensure that staff members and parents/carers understand that they need to be willing and ready to:</p> <ul style="list-style-type: none"> <li>● <u>book a test</u> 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</li> <li>● 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 &amp; Trace</li> <li>● <u>self-isolate</u> if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)</li> </ul> <p><b><u>Person with symptoms:</u></b></p> <ul style="list-style-type: none"> <li>● Parent MUST organise a test / be given one of the government provided home testing kits</li> <li>● Positive result = minimum of 10 days isolation.</li> <li>● Negative result = proof to be given to school before being allowed back to school.</li> </ul>	

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			<p><b><u>Potential close contacts of individuals with symptoms:</u></b></p> <ul style="list-style-type: none"> <li>• Contacts from a school setting will only be traced by NHS Test and Trace where the positive case specifically identifies the individual as being a close contact. This is likely to be a small number of individuals who would be most at risk of contracting COVID-19 due to the nature of the close contact. You may be contacted in exceptional cases to help with identifying close contacts, as currently happens in managing other infectious diseases.</li> </ul>	
Failure to manage confirmed cases of coronavirus (COVID-19) amongst the school community.	<p>Settings only needed to do contact tracing up to and including 18 July. Close contacts will now be identified via NHS Test and Trace and education settings will no longer be expected to undertake contact tracing.</p> <p>As with positive cases in any other setting, NHS Test and Trace will work with the positive case to identify close contacts. Contacts from a school setting will only be traced by NHS Test and Trace where the positive case specifically identifies the individual as being a close contact. This is likely to be a small number of individuals who would be most at risk of contracting COVID-19 due to the nature of the close contact. You may be contacted in exceptional cases to help with identifying close contacts, as currently happens in managing other infectious diseases.</p>	✓	<p>Where required, school to work with NHS Test and Trace to identify potential close contacts.</p> <p><b><u>Person with symptoms:</u></b></p> <ul style="list-style-type: none"> <li>• Parent MUST organise a test / be given one of the government provided home testing kits</li> <li>• Positive result = minimum of 10 days isolation.</li> <li>• Negative result = proof to be given to school before being allowed back to school.</li> </ul> <p><b><u>Potential close contacts of individuals with symptoms:</u></b></p> <ul style="list-style-type: none"> <li>• Contacts from a school setting will only be traced by NHS Test and Trace where the</li> </ul>	

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	<p>From 16 August 2021, children under the age of 18 years old will no longer be required to self-isolate if they are contacted by NHS Test and Trace as a close contact of a positive COVID-19 case.</p> <p>Instead, children will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a PCR test. We would encourage all individuals to take a PCR test if advised to do so.</p> <p>Settings will continue to have a role in working with health protection teams in the case of a local outbreak. If there is an outbreak in a setting or if central government offers the area an enhanced response package, a director of public health might advise a setting to temporarily reintroduce some control measures.</p>		<p>positive case specifically identifies the individual as being a close contact. This is likely to be a small number of individuals who would be most at risk of contracting COVID-19 due to the nature of the close contact. You may be contacted in exceptional cases to help with identifying close contacts, as currently happens in managing other infectious diseases.</p>	
Failure to contain any outbreak by following local health protection team advice	<p>Settings will continue to have a role in working with health protection teams in the case of a local outbreak. If there is an outbreak in a setting or if central government offers the area an enhanced response package, a director of public health might advise a setting to temporarily reintroduce some control measures.</p>	✓	<p>Where required, school to work with NHS Test and Trace/health protection team to identify potential close contacts.</p> <p>School to review RA under guidance of local health protection team in the event of an outbreak.</p> <ul style="list-style-type: none"> <li>● Reintroduction of 'bubbles'</li> <li>● Use of face coverings in corridors and crowded spaces where possible</li> <li>● Review of transition and break times for children and staff to minimise contact and mitigate risk.</li> </ul>	
Risk of coronavirus infection spreading to the shielded and clinically vulnerable adults.	<p>Where schools apply the full measures in the Government guidance and the Building and School RAs, the risks to all staff will be mitigated significantly, including those who are extremely clinically vulnerable and clinically vulnerable. We expect this will allow most staff to return to the workplace, although we advise those in the most at risk categories to take particular care while community transmission rates continue to fall.</p>	✓	<p>CEV pupils and staff return to school.</p> <ul style="list-style-type: none"> <li>● HT will follow all advice given by Government and LA HR on who can return to work and who should remain at home.</li> <li>● RA to be shared with all school staff; asking all staff members to read the document and</li> </ul>	

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<b>ACTIVITY:</b> Coronavirus (COVID-19) Spread and Government Advice ( <b>Page 12 of 51</b> )			<b>DATE OF ASSESSMENT</b> July 2021 (in preparation for September)	
<b>HAZARDS</b> (including inadequate / lack of arrangements)	<i>EXISTING CONTROL MEASURES</i>	✓ if in place ☐ if not	<b>IF '☐' STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES</b>	<i>RESIDUAL RISK RATING</i> High, Medium, Low

	<p>Social distancing rules (2 metres or 1 metre with additional mitigations) have been lifted. You should continue to consider the risks of close contact with others, particularly if you are clinically extremely vulnerable or not yet fully vaccinated. The risk of catching or passing on COVID-19 is generally higher:</p> <ul style="list-style-type: none"> <li>• in crowded spaces, where there are more people who might be infectious</li> <li>• in enclosed indoor spaces where there is limited fresh air</li> <li>• when COVID-19 disease levels are high in the general community</li> </ul> <p>Everyone will only be required to socially distance in limited circumstances, such as maintaining infection control in health and care settings.</p>		<p>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. It is felt that as part of the staff team of Toner Avenue School, it is staff's professional responsibility to read this document.</p> <ul style="list-style-type: none"> <li>• 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 HT and other SLT and answer given as soon as possible.</li> <li>• Staff have been and will continue to be given opportunity to raise any concerns they have around their safety via email.</li> <li>• All affected staff members have been kept up to date with developments and have spoken to HT.</li> </ul> <p>Clinically extremely vulnerable (CEV) people are advised, as a minimum, to follow the same guidance as everyone else. It is important that everyone adheres to this guidance, but CEV people may wish to think particularly carefully about the additional precautions they can continue to take. Further information can be found in the <a href="#">guidance on protecting people who are CEV from COVID-19</a>. Staff who are pregnant. As a general principle, pregnant women are in the 'clinically vulnerable' category and are advised to follow the relevant guidance available for <a href="#">clinically-vulnerable people</a>.</p>	
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Risk Assessment – Coronavirus (COVID-19)

ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (Page 13 of 51)			DATE OF ASSESSMENT July 2021 (in preparation for September)	
HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES	✓ if in place <input type="checkbox"/> 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>It is no longer necessary to keep children in consistent groups ('bubbles'). This means that bubbles will not need to be used for any summer provision (for example, summer schools) or in schools from the autumn term.</p> <p>As well as enabling flexibility in curriculum delivery, this means that assemblies can resume, and you no longer need to make alternative arrangements to avoid mixing at lunch.</p> <p>You should make sure your outbreak management plans cover the possibility that in some local areas it may become necessary to reintroduce 'bubbles' for a temporary period, to reduce mixing between groups.</p> <p>Any decision to recommend the reintroduction of 'bubbles' would not be taken lightly and would need to take account of the detrimental impact they can have on the delivery of education.</p>		<p>Where required, school to work with NHS Test and Trace/health protection team to identify potential close contacts.</p> <p>School to review RA under guidance of local health protection team in the event of an outbreak.</p> <ul style="list-style-type: none"> <li>● Reintroduction of 'bubbles'</li> <li>● Use of face coverings in corridors and crowded spaces where possible</li> <li>● Review of transition and break times for children and staff to minimise contact and mitigate risk.</li> </ul> <p>Timetable for shared spaces such as halls and ICT suites.</p>	
Risk of coronavirus infection spreading due to the use of transport.	Face coverings are no longer required on public transport.	✓	<ul style="list-style-type: none"> <li>● Staggered start/end times for key stages to minimise number of people gathering in yard.</li> <li>● Provision for children to cycle and storage for bikes/scooters.</li> </ul>	
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"> <li>● 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)</li> <li>● consider how children arrive at the education or childcare setting and reduce any unnecessary travel on coaches, buses or public transport</li> <li>● ensure class sizes reflect the numbers of teaching staff available and are kept as small as possible</li> <li>● stagger lunch times, break times and the movement of pupils around the school to reduce large groups of children gathering</li> </ul>	✓	<p>Although social distancing has ended officially, some measures will continue to protect staff and children.</p> <ul style="list-style-type: none"> <li>● Visitors will be discouraged however it is accepted that some meetings are essential. These meetings will be kept to a minimum.</li> <li>● Visitors must sanitise their hands before leaving reception area.</li> </ul>	L

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ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (Page 14 of 51)			DATE OF ASSESSMENT July 2021 (in preparation for September)	
HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES	✓ 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
	<ul style="list-style-type: none"> <li>discourage parents from gathering at school gates</li> <li>try to follow the <a href="#">social-distancing guidelines</a></li> </ul>		<ul style="list-style-type: none"> <li>Interactions between staff, pupils, contractors and visitors to be kept to minimum and work completed remotely where possible.</li> <li>Signage on the gate to ask anyone with symptoms not to enter the premises.</li> <li>Meetings will be conducted virtually where possible between staff, staff and parents.</li> <li>Parents dropping off and collecting pupils - arrive promptly as the timetable dictates.</li> <li>Deliveries to be taken directly to hall.</li> </ul>	
Risk of coronavirus infection spreading to children and staff due to poor communication.	<p>Consider the following steps:</p> <ul style="list-style-type: none"> <li>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 <a href="#">COVID-19: guidance for households with possible coronavirus infection</a>)</li> <li>tell parents that if their child needs to be accompanied to the education or childcare setting, only one parent should attend</li> <li>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)</li> <li>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)</li> <li>also think about engaging parents and children in education resources such as <a href="#">e-bug</a> and <a href="#">PHE schools resources</a></li> <li>explain - changes to timetable, social distancing arrangements, staggered start times, expectations when in school and at home to pupils and staff</li> <li>ensure parents and young people are aware of recommendations on transport to and from education or childcare setting (including avoiding peak times). Read the <a href="#">Coronavirus (COVID-19): safer travel guidance for passengers</a></li> <li>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</li> </ul>	✓	<ul style="list-style-type: none"> <li>Signage on gate - do not enter if you have any of these symptoms ...</li> <li>Letter to parents explaining measures and drop off procedures</li> <li>LA contract cleaning to continue</li> </ul>	L

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ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (Page 15 of 51)			DATE OF ASSESSMENT July 2021 (in preparation for September)	
HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES	✓ 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
	<ul style="list-style-type: none"> <li>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</li> <li>discuss with cleaning contractors or staff the additional cleaning requirements and agree additional hours to allow for this</li> </ul>			
Risk of coronavirus infection spreading to children and staff due to lack of PPE	<p>The majority of staff in education settings <b>will not require PPE beyond what they would normally need for their work</b>, 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"> <li>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</li> <li>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.</li> <li>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.</li> <li>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 <a href="mailto:PPE.Supplies@southtyneside.gov.uk">PPE.Supplies@southtyneside.gov.uk</a> for any PPE – explain your reasoning from your RA.</li> </ul>	✓	<ul style="list-style-type: none"> <li>PPE is available for all to use if requested.</li> <li>Instructional guidance emailed to staff and displayed</li> <li>All staff aware of RA and its content.</li> <li>All staff to follow <b>all</b> advice within this document - control measures &amp; actions.</li> </ul>	L

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ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (Page 16 of 51)			DATE OF ASSESSMENT July 2021 (in preparation for September)	
HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES	✓ 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 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. <a href="https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2/early-years-foundation-stage-coronavirus-disapplications">https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2/early-years-foundation-stage-coronavirus-disapplications</a>	✓	<ul style="list-style-type: none"> <li>See above re first aid / Medical Room.</li> <li>See above re first aid.</li> <li>See above re staff sickness and in the case of no first aider being on site.</li> </ul>	L
Poor psychological/staff/pupil wellbeing – due to personal workload, returning to school issues etc.	<ul style="list-style-type: none"> <li>Approach to support wellbeing, mental health and resilience in place, including bereavement support</li> <li>How staff are supported to follow this within their own situations and that of pupils and colleagues is clear.</li> </ul> <a href="https://www.gov.uk/government/publications/covid-19-guidance-for-the-public-on-mental-health-and-wellbeing">covid-19-guidance-for-the-public-on-mental-health-and-wellbeing</a>	✓	<ul style="list-style-type: none"> <li>ELSA x 3 on rota each week and available for anyone who needs term</li> <li>reviewed weekly by HT and ELSAs</li> <li>Staff given regular updates and emails sent stating SLT and MHC are always available to speak to.</li> </ul>	
Are there any other foreseeable hazards associated with this activity? <b>YES / NO</b>	<p style="text-align: center;"><u>List any additional control measures</u></p> <p>Staff sickness procedure:</p> <ul style="list-style-type: none"> <li>If any staff member is feeling unwell - they must inform HT and DHT</li> <li>If the illness relates to Covid 19, if they have been in school building during past 14 days, all people they have been in contact with must be informed and advised to get tested. These people will not be allowed into school unless they have produced a negative test result or have isolated for 14 days.</li> <li>Staff member must arrange a test and will only be allowed back to work on production of negative result or after 14 days isolation.</li> <li>If sickness is not Covid related, staff member to stay off work until they are well.</li> <li>All staff illnesses will be added to sickness log in usual manner.</li> </ul>			



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<b>ACTIVITY:</b> Coronavirus (COVID-19) Spread and Government Advice ( <b>Page 17 of 51</b> )			<b>DATE OF ASSESSMENT</b> July 2021 (in preparation for September)	
<b>HAZARDS</b> (including inadequate / lack of arrangements)	<i>EXISTING CONTROL MEASURES</i>	✓ if in place <input type="checkbox"/> if not	<b>IF '☐' STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES</b>	<i>RESIDUAL RISK RATING</i> High, Medium, Low

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**Reference Documents:**

Further information can be found at:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/963541/Schools\\_coronavirus\\_operational\\_guidance.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/963541/Schools_coronavirus_operational_guidance.pdf)

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

[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](#)

<b>ASSESSED BY</b>  Emily McCabe	<b>SIGNED</b>	<b>DATE</b> 22.07.2021
<b>LINE MANAGER</b>	<b>SIGNED</b>	<b>DATE</b>

Risk Assessment – Coronavirus (COVID-19)

<b>ACTIVITY:</b> Coronavirus (COVID-19) Spread and Government Advice ( <b>Page 18 of 51</b> )				<b>DATE OF ASSESSMENT</b> July 2021 (in preparation for September)	
<b>HAZARDS</b> (including inadequate / lack of arrangements)	<i>EXISTING CONTROL MEASURES</i>	<input checked="" type="checkbox"/> if in place <input type="checkbox"/> if not	<b>IF '<input type="checkbox"/></b> STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES	<i>RESIDUAL RISK RATING</i> High, Medium, Low	