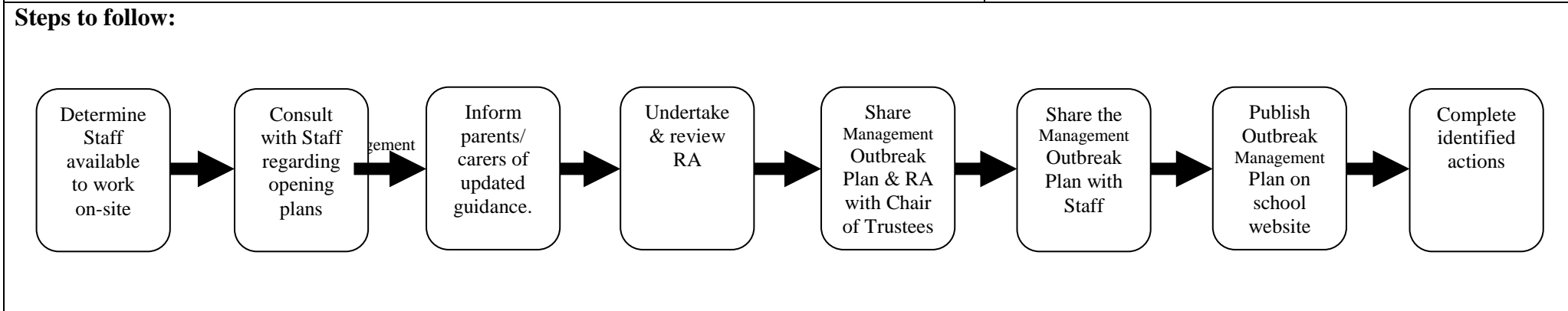


# Risk Assessment: Updated January 2022

## Relaxation of restrictions in school in accordance with latest Government guidance

<b>Coronavirus (COVID) Spread and Government Advice Supplementary Information to the Outbreak Management Plan</b>	<b>Date of assessment: September 2021 Updated: January 2022</b>
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<b>Who might be harmed?</b> <ul style="list-style-type: none"> <li>• Employees, pupils, parents, carers, visitors</li> </ul>	<b>How many are affected?</b> <ul style="list-style-type: none"> <li>• 20 staff/ approximately 135 children</li> </ul>
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- This document is designed to support the Outbreak Management Plan which has been formulated for the school
- The shaded parts of this document will be implemented alongside the Outbreak Management Plan in the event of there being an increase in positive cases within the school
- The thresholds which will be used as an indication for when to seek public health advice are:
  - 5 children or staff, who are likely to have mixed closely, test positive for COVID within a 10-day period; **or**
  - 10% of children or staff who are likely to have mixed closely test positive for COVID within a 10-day period

<u>Hazards/ Focus</u>	<u>Existing Control Measures</u>	✓ if in place ✗ if not	<u>If '✗' state the action to be taken with timescales or indicate any additional control measures</u>	<u>Residual Risk Rating</u> High, Medium, Low
<b>Building:</b> Premises and equipment, water, etc. not maintained to statutory requirements:	Premises and utilities have been health and safety checked and building is compliant			Low
	• Water treatments	✓	Weekly checks will continue – carried out by Caretaker	
	• Fire alarm testing	✓	• Weekly testing will continue • Fire alarm service in school and nursery carried out by contractors – July 2021	
	• Repairs	✓	None outstanding	
	• PAT testing	✓	Carried out 8 <sup>th</sup> March 2021	
	• Fridges and freezers	✓	Cleaned thoroughly December 2021	
	• Boiler/ heating servicing	✓		
	• Internet services	✓	Technician checked January 2022	
	• Any other statutory inspections	✓	Electric check 19/05/20	
	• Insurance covers reopening arrangements	✓		
• Fire Risk Assessment and evacuation procedures reviewed and disseminated to all staff.	✓	Termly fire drill to be carried out as normal in school/ nursery.		
A 'BUILDING RA COVID' assessment has been completed for the general running of the building.	✓	TWFRS who has confirmed that wedging doors open is not best practice, however due to the COVID crisis wedging classroom doors can be done in order to ensure good ventilation. Doors leading on to a fire escape must remain in the closed position at all times	Low	
		It is important to ensure good ventilation. Advice can be found in Health and Safety Executive guidance on <a href="#">air conditioning and ventilation during the coronavirus outbreak.</a>		

<u>Hazards/ Focus</u>	<u>Existing Control Measures</u>	✓ if in place ✗ if not	<u>If '✗' state the action to be taken with timescales or indicate any additional control measures</u>	<u>Residual Risk Rating</u> High, Medium, Low
<b>Staff/ children;</b> Risk of coronavirus infection spreading to children and staff due to inadequate infection control procedure	Headteacher checks the latest Government advice daily and ensures the advice is shared and followed	✓	Union advice and guidance checked regularly Headteacher participates in regular LA conference call	Low
	Teachers share key information about hygiene at the start of each day to remind children of good practice.	✓	Key messages shared via 'Dojo' so parents are able to support hygiene practices	
	Increased signage e.g. 'Catch it, Bin it, Kill it' information posters are displayed around the school and in classrooms; use of handwashing video in place. Use of <a href="#">e-Bug</a> resources to teach pupils about hygiene .	✓	Public Health England does not recommend the use of face coverings in schools for children of this age (May 2021/ updated January 2022) – this will be kept under review.	
	Pupils and staff to wash their hands for 20 seconds and dry thoroughly: <ul style="list-style-type: none"> <li>• on arrival at school</li> <li>• after using the toilet</li> <li>• after sneezing or coughing</li> <li>• after playtimes and sporting activities</li> <li>• before eating any food, including snacks</li> </ul>	✓	<ul style="list-style-type: none"> <li>• Supplies of paper towels/ toilet rolls and soap have been checked in school and nursery</li> <li>• Hand sanitiser available in key areas of school/ nursery</li> <li>• Use of songs/ rhymes to encourage youngest children to practise these hygiene procedures</li> </ul>	
	Any member of staff showing any symptoms to remain at home until tested. If symptoms develop while at work, staff member must go home immediately.	✓	<ul style="list-style-type: none"> <li>• Currently the staffing level is excellent; if this was to change supply cover would be provided through the preferred supply agency</li> </ul>	
	The <a href="#">COVID: cleaning of non-healthcare settings guidance</a> is followed. Surfaces that children touch, such as desks, chairs, doors, sinks, toilets, are cleaned more regularly than normal	✓	<ul style="list-style-type: none"> <li>• Stock check completed on all cleanings Supplies – December 2021</li> <li>• Anti – bacterial wipes/ spray available for all staff to use</li> </ul>	

<u>Hazards/ Focus</u>	<u>Existing Control Measures</u>	✓ if in place ✗ if not	<u>If '✗' state the action to be taken with timescales or indicate any additional control measures</u>	<u>Residual Risk Rating</u> <u>High, Medium, Low</u>
<p><b>Staff/ children:</b> Adult/ child is unwell and it is believed that they have been exposed to COVID.</p>	<p><b>Staff:</b> If a member of staff develops coronavirus (COVID) they will be sent home and advised to follow the '<a href="#">stay at home: guidance for households with possible or confirmed coronavirus (COVID) infection</a>' which states they must self-isolate for at least 7 days; following 2 negative LFD tests taken 24 hours apart from the sixth day.</p> <ul style="list-style-type: none"> <li>• No member of staff to come into school if they have COVID -19 symptoms or have tested positive in the last 7 days and <a href="#">arrange to have a test.</a></li> </ul>	✓	<ul style="list-style-type: none"> <li>• Home testing kits available for all staff to use the LFD test will give a result in 30minutes</li> <li>• Tests to be carried out every 3-4 days</li> <li>• All results to be reported to NHS 'Track &amp; Trace'</li> <li>• Testing is not mandatory; staff do not need to provide proof of a negative result</li> <li>• Staff with a positive result must self-isolate and arrange a PCR test to confirm the result.</li> </ul>	Low
	<p><b>Child:</b></p> <ul style="list-style-type: none"> <li>• Any child showing symptoms of the virus to be isolated at front of school which is well ventilated and can be closed off.</li> <li>• A phone call home will be made to ensure the child is removed from school as soon as possible.</li> <li>• The First Aider accompanying the child must wear full PPE.</li> <li>• If the child needs to use a toilet while waiting to be collected, the 'Visitors' toilet will be used and will be cleaned using standard cleaning products before being used by anyone else</li> <li>• If no parent/ carer can be contacted, the First Aider will remain with the child and will seek further medical assistance if required – i.e. dial 999</li> </ul>	✓	<ul style="list-style-type: none"> <li>• The First Aider will maintain a 2m distance from the child; however, if the child is upset and requires comfort, the PPE will ensure protection for the adult</li> <li>• 'CPR advice during Covid 19' - guidance received from LA shared with all First Aiders during staff meeting 26/05/20</li> <li>• 'CPR advice during Covid 19' – copy of guidance displayed in First Aid cupboard for future reference</li> <li>• The school may supply a Covid testing kit to the parent if there is sufficient evidence that the parent is unable to access the test themselves.</li> <li>• <b>NO testing to be carried out on school sites.</b></li> <li>• Public Health England do not recommend routinely taking the temperature of pupils as this is an unreliable method for identifying coronavirus.</li> </ul>	Low

<u>Hazards/ Focus</u>	<u>Existing Control Measures</u>	✓ if in place ✗ if not	<u>If '✗' state the action to be taken with timescales or indicate any additional control measures</u>	<u>Residual Risk Rating</u> <u>High, Medium, Low</u>
	<ul style="list-style-type: none"> <li>• The First Aider must wash hands thoroughly for 20 seconds, with soap and running water after any contact with the child.</li> <li>• The area will be cleaned with normal disinfectant after the child has left to reduce the risk of passing the infection on to others.</li> </ul>	✓	<ul style="list-style-type: none"> <li>• Parents and staff must inform school immediately of the results of a test: <ul style="list-style-type: none"> <li>➤ if someone tests <b>negative</b>, if they feel well and no longer have symptoms similar to coronavirus (COVID), they can stop self-isolating.</li> <li>➤ if someone tests <b>positive</b>, they should follow the <a href="#">‘stay at home: guidance for households with possible or confirmed coronavirus (COVID) infection’</a> and continue to self-isolate for at least <b>7</b> days from the onset of symptoms and then return to school only if 2 negative LFD tests have been taken from day 6.</li> </ul> </li> <li>• Close contacts do not need to self –isolate provided they are under the age of 18years and 6 months or they have received both Covid vaccine shots</li> </ul>	Low

<u>Hazards/ Focus</u>	<u>Existing Control Measures</u>	✓ if in place ✗ if not	<u>If '✗' state the action to be taken with timescales or indicate any additional control measures</u>	<u>Residual Risk Rating High, Medium, Low</u>
<p><b>Class size:</b> Risk of infection spreading due to large class sizes and reduced space</p>	<p>Current Government Guidance (updated January 2022) no longer states that it is necessary to keep children in consistent groups ('bubbles') In addition to enabling flexibility in curriculum delivery, this means that assemblies can resume, and there is no need to make alternative arrangements to avoid mixing at lunch.</p> <p>However extra actions will need to be taken if the number of positive cases substantially increase within the school to reduce contact as much as possible while still delivering a broad and balanced curriculum.</p> <ul style="list-style-type: none"> <li>• All tables set in rows 1 metre apart</li> <li>• All tables face forwards</li> <li>• Rec children remain in EY classrooms and outdoor areas –</li> <li>• In EYFS, tables are not in rows but children will work side by side not directly facing each other</li> <li>• Children wash hands (with soap) on <b>every</b> entry to classroom – i.e. first thing in the morning/ after playtime/ after going to the toilet etc.</li> <li>• Staff wash hands on entry to classroom</li> <li>• Hand sanitiser available for use in classrooms</li> <li>• Each child has own set of equipment – pencil/ coloured pencils/ IPad etc.</li> <li>• <b>Staggered playtimes</b> for each year group: (no afternoon playtimes)</li> </ul>	<p>✓</p>	<ul style="list-style-type: none"> <li>• Young children cannot be expected to remain 2m apart from each other and staff, the updated DfE guidance recognises this and advocates 1m+ distance <i>when possible</i>.</li> <li>• Each class of children have own teacher; children can be in class group/ year group.</li> <li>• No more than 30 children in any classroom</li> <li>• Children will not interact face to face but will work side by side</li> <li>• For nursery and Reception children, the staff to child ratios within <a href="#">Early Years Foundation Stage</a> (EYFS) will be maintained.</li> <li>• Soft furnishings in classrooms – i.e. cushions/ soft toys – washed regularly</li> <li>• Increased use of outdoor spaces</li> <li>• Targeted group interventions will resume with children from same year groups together; working side by side</li> </ul>	<p>Low</p>

<u>Hazards/ Focus</u>	<u>Existing Control Measures</u>	✓ if in place ✗ if not	<u>If '✗' state the action to be taken with timescales or indicate any additional control measures</u>	<u>Residual Risk Rating</u> <u>High, Medium, Low</u>
<p><b>Class size:</b> Risk of infection spreading due to large class sizes and reduced space</p>	<p>Reduce mixing within nursery/ school by:</p> <ul style="list-style-type: none"> <li>• Children remain in same classroom for majority of the day</li> <li>• Children encouraged to walk with hands by sides around school – not to ‘trail’ fingers along walls</li> <li>• Any child leaving the classroom, e.g. to go to the toilet, wash hands thoroughly on re-entry to the classroom</li> <li>• Signage around school to reinforce the 2m social distancing</li> <li>• Staggered lunch breaks - children to clean their hands beforehand</li> <li>• Tables cleaned between year groups at lunchtime</li> <li>• Limited number of children using the toilet facilities at one time</li> <li>• Year groups sit apart on separate tables.</li> <li>• Extra support for some children who need additional support to follow these measures</li> </ul>	✓	<ul style="list-style-type: none"> <li>• No daily, whole school assembly</li> <li>• Weekly singing with peripatetic pianist; Risk Assessment and safety precautions in place</li> <li>• <b>Staggered lunch break:</b> <ul style="list-style-type: none"> <li>➤ Rec: 11.50 – 12.15pm</li> <li>➤ Yr 1: 12.15 – 12.35pm</li> <li>➤ Yr 2: 12.35 – 12.55pm</li> </ul> </li> <li>• ‘One way’ entry/ exit system to hall established at lunch time to minimise opportunity for groups to interact</li> <li>• The hall may be used for sports activities by separate groups, groups will not mix, and there will be adequate cleaning between groups ref: <a href="#">COVID: cleaning of non-healthcare settings guidance</a></li> </ul>	Low
	<p>Increased use of outside spaces:</p> <ul style="list-style-type: none"> <li>• For exercise and breaks</li> <li>• For outdoor education, as this can limit transmission and more easily allow for distance between children and staff</li> <li>• Outdoor equipment will only be used if it can be cleaned appropriately between groups of children using it, and multiple groups do not use it simultaneously.</li> </ul>	✓	<ul style="list-style-type: none"> <li>• Some outdoor equipment will be specifically allocated to each year group and will still undergo regular cleaning</li> </ul>	

<u>Hazards/ Focus</u>	<u>Existing Control Measures</u>	✓ if in place ✗ if not	<u>If '✗' state the action to be taken with timescales or indicate any additional control measures</u>	<u>Residual Risk Rating</u> <u>High, Medium, Low</u>
<p><b>Class size:</b> Risk of infection spreading due to large class sizes and reduced space</p>	<p>Reduction in the use of shared resources:</p> <ul style="list-style-type: none"> <li>• Shared materials and surfaces will be cleaned and disinfected more frequently</li> <li>• Practical lessons/ activities can proceed if equipment can be cleaned thoroughly</li> <li>• Reduction of 'equipment' brought into school each day by pupils – i.e. inly school reading book bag and packed lunch box (if required).</li> </ul>	✓	<ul style="list-style-type: none"> <li>• Individual reading books can go home but each class to use own set of reading books to monitor use and avoid chance of cross - contamination</li> <li>• Homework activities can be sent home/ returned to school each week</li> <li>• Shared library books must not go home as these are used by all year groups - therefore the library will be out of use</li> <li>• <b>Curriculum:</b> all subjects and activities to be reinstated.</li> <li>• Children/ groups may work together but must remain adjacent to each other and not in direct face to face contact</li> <li>• No visits which use public transport to be undertaken this academic year</li> <li>• Visitors (as part of curriculum) may come into school if prearranged; but must remain distanced to children at all times, wear a face covering if possible and a Risk Assessment is completed prior to the visit.</li> </ul>	Low



<u>Hazards/ Focus</u>	<u>Existing Control Measures</u>	✓ if in place ✗ if not	<u>If '✗' state the action to be taken with timescales or indicate any additional control measures</u>	<u>Residual Risk Rating</u> <u>High, Medium, Low</u>
<p><b>School Community:</b> Failure to manage confirmed cases of coronavirus (COVID)</p>	<ul style="list-style-type: none"> <li>• Schools are no longer required to carry out contact tracing (from 18 July 2021).</li> <li>• Close contacts will be identified via NHS Test and Trace and education settings will no longer be expected to undertake contact tracing.</li> <li>• NHS Test and Trace will work with the positive case and/or their parent to identify close contacts. Contacts from a school setting will only be traced by NHS Test and Trace where the positive case and/or their parent 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 due to the nature of the close contact.</li> <li>• Staff are encouraged to undertake twice weekly home tests until further notice.</li> </ul>	<p>✓</p>	<ul style="list-style-type: none"> <li>• Individuals are not required to self-isolate if they live in the same household as someone with COVID, or are a close contact of someone with COVID, and any of the following apply: <ul style="list-style-type: none"> <li>• they are fully vaccinated</li> <li>• they are below the age of 18 years and 6 months</li> <li>• they have taken part in or are currently part of an approved COVID vaccine trial</li> <li>• they are not able to get vaccinated for medical reasons</li> </ul> </li> <li>• They 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.</li> <li>• Staff who do not need to isolate, and children aged under 18 years 6 months, and have been identified as a close contact, should continue to attend school as normal.</li> </ul> <p><b>Local PH contacts:</b></p> <ul style="list-style-type: none"> <li>• The Covid inbox to be used in the first instance to direct any queries, as well as any information regarding any <b>suspected or confirmed cases</b> to <a href="mailto:COVID@southtyneside.gov.uk">COVID@southtyneside.gov.uk</a></li> <li>• Public Health England 0300 303 8596</li> <li>• Claire Mawson, Senior Public Health Advanced Practitioner <a href="mailto:claire.mawson@southtyneside.gov.uk">claire.mawson@southtyneside.gov.uk</a> 07776 992033 (part-time Monday-Wednesday am)</li> <li>• Sam Start, Senior Public Health Advanced Practitioner <a href="mailto:samantha.start@southtyneside.gov.uk">samantha.start@southtyneside.gov.uk</a> 07776997869 (Wednesday pm-Friday)</li> </ul>	<p>Low</p>

<u>Hazards/ Focus</u>	<u>Existing Control Measures</u>	✓ if in place ✗ if not	<u>If '✗' state the action to be taken with timescales or indicate any additional control measures</u>	<u>Residual Risk Rating</u> <u>High, Medium,</u> <u>Low</u>
<p><b>Staff:</b> Risk of infection spreading to shielded and clinically vulnerable adults</p>	<ul style="list-style-type: none"> <li>Shielding measures were paused from 1<sup>st</sup> August 2021 – local lockdown would result in shielding continuing.</li> <li>Schools are currently not considered high risk settings when compared to other workplace environments.</li> <li>Employers still have a legal responsibility to protect their employees and others from risks to their health and safety, therefore a CEV 'Health Risk Assessment' will be carried out if necessary</li> <li>Government advise vaccination for pregnant workers.</li> <li>Advice for those who are <a href="#">clinically-vulnerable, including pregnant women</a>, is available.</li> <li>People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace.</li> </ul>	✓	<ul style="list-style-type: none"> <li>Currently no staff are classed as clinically extremely vulnerable</li> <li><b>If a member of staff became pregnant;</b> they are expected to follow the controls outlined in this document to minimise the risks of transmission; i.e. hand washing/ ventilation/ social distancing. A separate Risk Assessment is completed for pregnant staff in line with the Management of H&amp;S at Work Regulations 1999.</li> <li>Coronavirus: advice for pregnant employees updated January 2022 will be followed and will be monitored for future updates.</li> </ul>	Low
<p><b>Staff/ Pupils:</b> Risk of infection spreading to shielded and clinically vulnerable persons via pupil/ staff attending school</p>	<ul style="list-style-type: none"> <li>All clinically extremely vulnerable (CEV) children and young people should attend school unless they are one of the very small number of children and young people under paediatric or other specialist care who have been advised by their clinician or other specialist not to attend.</li> <li>Children who live with someone who is clinically extremely vulnerable, but who are not clinically extremely vulnerable themselves, should still attend education.</li> </ul>	✓	<ul style="list-style-type: none"> <li>Where a pupil is unable to attend school because they are complying with clinical and/or public health advice, they will immediately be offered access to remote education.</li> </ul>	Low

<u>Hazards/ Focus</u>	<u>Existing Control Measures</u>	✓ if in place ✗ if not	<u>If '✗' state the action to be taken with timescales or indicate any additional control measures</u>	<u>Residual Risk Rating</u> <u>High, Medium, Low</u>
<p><b>Poor Communication:</b> Risk of infection spreading to children and staff due to poor communication</p>	<p><b>Communication:</b></p> <ul style="list-style-type: none"> <li>• <b>Staff:</b> Full Staff Meeting each week to explain - arrangements, expectations when in school</li> <li>• <b>Cook &amp; Catering Services:</b> are aware of plans for opening</li> <li>• <b>Cleaning Staff:</b> have been informed of cleaning requirements</li> <li>• <b>Parents/ carers</b> have been updated via 'Dojo' messages</li> <li>• <b>Trustees:</b> Headteacher has been in constant contact with Chair of Trustees</li> <li>• Chair of Trustees (&amp; Parent trustees) have access to 'Dojo'</li> </ul>	✓	<ul style="list-style-type: none"> <li>• All staff have been consulted regarding the Outbreak Management Plan and the Supplementary Information</li> <li>• All Staff able to access a copy of the Outbreak Management Plan and the Supplementary Information as required</li> </ul>	Low

**Reference Documents:**

Further information can be found at:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/964351/Schools\\_coronavirus\\_operational\\_guidance.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/964351/Schools_coronavirus_operational_guidance.pdf)

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

[COVID: cleaning of non-healthcare settings guidance](#)

[symptoms of coronavirus](#)

[guidance-to-educational-settings-about-Covid](#)

[COVID: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable](#)

[staying-at-home-and-away-from-others](#)

[Early Years Foundation Stage](#)

**PPE**

[COVID: guidance for households with possible coronavirus infection](#)

[PHE schools resources](#)

- This Supplementary Information/Risk Assessment is subject to change as a result of current conditions and will be updated accordingly in response to any DfE guidance.

<b>Assessed by:</b>	<b>Role:</b>	<b>Signed:</b>	<b>Date:</b>
<b>Mrs C. E. Askwith</b>	<b>Headteacher</b>		<b>04/01/2022</b>
<b>Mr M. Hodgson</b>	<b>Chair of Trustees</b>		<b>04/01/2022</b>