

Hebburn Lakes Primary

This assessment reflects the UK Government Guidance on Working Safely During COVID-19 in Offices and Contact Centres at <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres> and should be used in conjunction with existing Risk Assessments.

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 to ensure, where reasonably practicable, that pupils adhere to all social distancing, infection control measures and follow school specific requirements."

These are not explicit requirements that need to be implemented across each premises but should be used as guidance and good practice. The site-specific risk assessment should be completed for each premise and should include the specific control measures to ensure the health, safety and welfare of our employees and others for the premises. If for any reason none of the control measures can be put in place for a specific risk Health & Safety must be contacted.

This Covid-19 risk assessment should supplement your existing risk assessments.

Please consider some of these steps below before completing this risk assessment:

	Managing risk To reduce risk to the lowest reasonably practicable level by taking preventative measures, in order of priority.	Yes	No	Comment
1.1	Enable working from home as a first option. Where this is not possible, workplaces should make every reasonable effort to comply with the social distancing guidelines (keeping people 2m apart wherever possible).	x	<input type="checkbox"/>	All staff have now returned to working on site
1.2	Where the social distancing guidelines cannot be followed in full, in relation to a particular activity, consider whether that activity needs to continue for the business to operate, and, if so, take all the mitigating actions possible to reduce the risk of transmission between their staff.	x	<input type="checkbox"/>	All activities will be agreed with SLT / phase leaders as part of shared planning protocols RA will also take place for essential Maintenance to reduce risk
1.3	If people must work face-to-face for a sustained period with more than a small group of fixed partners, then you will need to assess whether the activity can safely go ahead. No one is obliged to work in an unsafe work environment. In your assessment you should have particular regard to whether the people doing the work are especially vulnerable to COVID-19.		x	An individual risk assessment will need to be in place for the specialist resource bases staff and children as this cannot be guaranteed when using positive handling.



	Who should go to work That everyone should work from home, unless they cannot work from home.	Yes	No	Comment
2.1	Workers in roles critical for business and operational continuity, safe facility management, or regulatory requirements and which cannot be performed remotely.	x	<input type="checkbox"/>	All staff will be working on site, unless in the case of those identified as CEV whose RA deems it inappropriate. This will also be a consideration for staff after 28 weeks of pregnancy
2.2	Workers in critical roles which might be performed remotely, but who are unable to work remotely due to home circumstances or the unavailability of safe enabling equipment.	x	<input type="checkbox"/>	This will be managed on an individual basis to support staff who may not have access to IT at home
	Protecting people who are at higher risk To protect clinically vulnerable and clinically extremely vulnerable individuals.	Yes	No	Comment
3.1	Clinically extremely vulnerable individuals have been strongly advised not to work outside the home.	x	<input type="checkbox"/>	This is no longer government guidance
3.2	Clinically vulnerable individuals, who are at higher risk of severe illness, have been asked to take extra care in observing social distancing and should be helped to work from home, either in their current role or in an alternative role.	x	<input type="checkbox"/>	An individual risk assessment is in place for Those staff identified as needing additional Measures in place
3.3	Managers to refer to the Occupational Health checklist for high risk (not extremely clinically high risk) employees during Covid-19 pandemic 2020.	x	<input type="checkbox"/>	Yes - if following a 1-1 risk assessment it is unclear if appropriate measures would support the member of staff to work safely in the building, a referral to occupational health will be made. Where possible, the member of staff would work at home until this clarity is given or given a roll where social distancing measures can be fulfilled.
	People who need to self-isolate To make sure individuals who are advised to stay at home under existing government guidance do not physically come to work. This includes individuals who have symptoms of COVID-19 as well as those who live in a household with someone who has symptoms	Yes	No	Comment
		x		
4.1	Enabling workers to work from home while self-isolating if appropriate.	x	<input type="checkbox"/>	?
	Equality in the workplace	Yes	No	Comment



	To treat everyone in your workplace equally.			
5.1	Employers also have particular responsibilities towards disabled workers and those who are new or expectant mothers.	x	<input type="checkbox"/>	Where appropriate staff with disabilities or who are pregnant will have an individual risk assessment in place
	Specific Hazards within the Service Area being risk assessed	Yes	No	Comment
6.1	Employers to ensure they include any specific hazards within their service areas which is not already covered within this template risk assessment.	x	<input type="checkbox"/>	Staff briefing note outlining expectations will be shared with all staff Specialist resource base will have additional guidance linked to gov guidance surrounding supporting children with complex needs RA will also take place for essential Maintenance to reduce risk
	Cleaning of the building	Yes	No	Comment
7.1	Managers to refer to the separate Building Cleaning Risk Assessment completed by Facilities before completing this risk assessment.	x	<input type="checkbox"/>	

Assessment Reference Pandemic COVID-19	Site/Location Hebburn Lakes Primary			Work Activity Managing return to school during Covid-19 pandemic		
Assessor(s) Amanda Moody	Date of Assessment 6/9/21	Date of Previous 22/5/2020	Date of Review In Light of New Govt. Guidance	Level of Risk Before Controls (See risk matrix)		Level of risk After Controls (See risk matrix)



Hazard Area/activity	Persons at Risk	Significant Risks to Health and Safety	P r o b a b i l i t y	S e v e r i t y	R i s k R a t i n g	Controls and Precautions What are you doing to reduce the risk?	P r o b a b i l i t y	S e v e r i t y	R e s i d u a l R i s k
Specific Hazards within the service area being risk assessed									
Entering/Exiting Building Main reception doors Congestion on the yard Congestion in the Carpark Staff coming into contact with multiple adults Management of movement on the yard Management of visitors	All Staff, children, visitors and contractors	Exposure of staff/children to coronavirus by touching contaminated surfaces, breathing contaminated air in the building, being in proximity to people carrying coronavirus Exposure to coronavirus could lead to COVID-19, illness, which in some cases could be serious or fatal	4	5	20	<ul style="list-style-type: none"> Guidance and advice are available via the council's web pages and on shared drive / google classroom Where appropriate, employees who are designated vulnerable to COVID-19, or who share a household with people who are vulnerable, have an individual RA in place Main reception doors - no entry to parents, children who arrive by taxi will enter the first set of doors alone, a member of staff will then open the internal door for children to enter school. Escorts to be instructed to maintain a visual view until this happens External doors from all classrooms - A 2 metre zone will be created around all external doors. Parents will not be able to enter this zone to protect staff from being in contact with multiple adults. Children will enter zone alone. External doors at the end of all phases - A 2 metre zone will be created for exit and entry throughout the day but will not be used for drop off / pick up 	2	5	10



						<ul style="list-style-type: none"> • A staggered entry / exit system will be in place for all children to ensure minimum number of children / parents on the yard at one time • A hand sanitizing station is available in main entrance; this must be used before entering the building • Provision of parking/ bicycle racks to assist run/walk/cycle to work • Handwashing facilities, and/or hand sanitiser available at all entry and exit points. • For entry and exit to the building staff will use their own fob, where this isn't possible wipes will be available and should be used after every use. <p>Pupils, students, staff and visitors should wash their hands:</p> <ul style="list-style-type: none"> • before leaving home • on arrival at school • after using the toilet • after breaks and sporting activities • before food preparation • before eating any food, including snacks • before leaving school • Soap and water is more effective than using sanitisers - this is available in every classroom and at designated stations around the school 			
<p>Moving around the building</p> <p>Congestion in corridors and around the building due to pupil / staff movement</p> <p>Staff / children coming into contact with multiple adults/children</p>	All Staff, children, visitors and contractors	<p>Virus transmission, lack of social distancing as per Government guidance.</p> <p>Exposure of people to coronavirus by being in proximity to people carrying coronavirus</p> <p>Exposure to coronavirus could lead to COVID-19, illness, which in some</p>	4	5	20	<ul style="list-style-type: none"> • Where appropriate, employees who are designated vulnerable to COVID-19, or who share a household with people who are vulnerable, have an individual RA in place • Appropriate signage displayed across the school • Maintain 2m distance between reception staff and visitors to reception (physical barriers) • Ensure social distancing of staff within office environment 	2	5	10



<p>Staff congestion at break and lunchtimes</p> <p>Large gatherings of staff and children</p> <p>Staff/ children coming into contact with visitors</p>		<p>cases could be serious or fatal</p>				<ul style="list-style-type: none"> ● Access limited to 1 person in confined areas such as communal kitchen area – awareness raised via briefings and relevant signage ● Restricted access to: All meeting rooms ● Communication via telephone/email to minimise footfall ● 2 individual toilets and sinks to be in operation to ensure social distancing. Locked door signs will indicate when in use. Staff to wait 2 metre distance from door (1 person at a time) ● Assemblies will be phased back in over a period of weeks <p>Pupils, students, staff and visitors should wash their hands:</p> <ul style="list-style-type: none"> ● before leaving home ● on arrival at school ● after using the toilet ● after breaks and sporting activities ● before food preparation ● before eating any food, including snacks ● before leaving school ● Soap and water is more effective than using sanitisers - this is available in every classroom and at designated stations around the school ● 			
<p>Offices and Workstations</p> <p>Ability to maintain social distancing measures</p> <p>Workstations being shared by more than one person</p>	<p>All Staff</p>	<p>Virus transmission, lack of social distancing as per Government guidance.</p> <p>Exposure of people to coronavirus by touching contaminated surfaces, breathing contaminated air in the building, being in proximity to people carrying coronavirus</p>	<p>4</p>	<p>5</p>	<p>20</p>	<ul style="list-style-type: none"> ● Workstations assigned to one person, wherever possible staff should not be hot desking. ● Staff should not be sitting face to face. ● Workstations and work equipment to be regularly cleaned. ● Staff leave their desks as clear as possible so that it can be easily cleaned. ● Managers are responsible for calculating the maximum occupancy of their offices. The maximum occupancy will be displayed on each door. If room occupancy currently 	<p>2</p>	<p>5</p>	<p>10</p>



<p>Office staff coming into contact with multiple visitors</p> <p>Shared resources</p>		<p>Exposure to coronavirus could lead to COVID-19, illness, which in some cases could be serious or fatal</p>				<p>exceeds this number, staff will be encouraged to work from home for part of the week</p> <ul style="list-style-type: none"> Encourage the opening of windows and doors regularly to allow fresh air into the building is encouraged. Bins with lids will be available in all offices Staff encouraged to follow good hygiene at all times Where a meeting / visitor is deemed essential it must first be agreed by SLT and recorded in the shared calendar in advance. Visitors attending large meetings will still be encouraged to wear a face covering 2m zone around office window to ensure social distancing between visitor and office staff 			
<p>Meetings</p> <p>overcrowding of rooms</p> <p>inability to follow social distancing measures</p> <p>shared resources</p> <p>staff working face to face</p>	<p>All Staff</p>	<p>Virus transmission, lack of social distancing as per Government guidance.</p> <p>Exposure of people to coronavirus by touching contaminated surfaces, breathing contaminated air in the building, being in proximity to people carrying coronavirus</p> <p>Exposure to coronavirus could lead to COVID-19, illness, which in some cases could be serious or fatal</p>	<p>4</p>	<p>5</p>	<p>20</p>	<ul style="list-style-type: none"> Meetings will continue to be held remotely whenever appropriate If a face to face meeting is needed, a large ventilated space should be used. Visitors should also be encouraged to wear a face covering. This will be reviewed at half term. Hand sanitizer/hand washing facilities to be provided in all meeting rooms. Staff to use when entering and leaving the meeting room. Meeting rooms to be well ventilated. Opening of windows and doors regularly to allow fresh air into the building is encouraged. Reminders in place in the meeting rooms about hygiene and social distancing. Details on the door of the meeting room confirming maximum occupancy. Meeting rooms to be cleaned after each meeting. 	<p>2</p>	<p>4</p>	<p>8</p>
<p>Common Areas</p> <p>Staff entering and exiting the building</p>	<p>All Staff, children, visitors and contractors</p>	<p>Virus transmission, lack of social distancing as per Government guidance.</p>	<p>4</p>	<p>5</p>	<p>20</p>	<ul style="list-style-type: none"> Handwashing facilities, and/or hand sanitiser available at all entry and exit points. Break out / rest areas reconfigured to allow more space for staff. - current staff room / small hall and garden 	<p>2</p>	<p>4</p>	<p>8</p>



<p>Congestion in corridors and around the building due to pupil / staff movement</p> <p>Staff / children coming into contact with multiple adults/children</p> <p>Staff congestion at break and lunchtimes</p> <p>Large gatherings of staff and children</p> <p>Staff/ children coming into contact with visitors</p>		<p>Exposure of people to coronavirus by touching contaminated surfaces, breathing contaminated air in the building, being in proximity to people carrying coronavirus</p> <p>Exposure to coronavirus could lead to COVID-19, illness, which in some cases could be serious or fatal</p>				<ul style="list-style-type: none"> • Encouraging staff to stay in work and reduce the need to leave the site until work day ends. • Introduction of physical barriers within main entrance • Staff provided with a safe outside space to have their breaks. • Staff are encouraged to bring their own food and drink to work. • Small kitchen areas Maximum occupancies 1 person - identified on the door. • Regular cleaning of all common areas. • Doors wedged open when room in use, but closed on exiting the room. Main corridor doors are connected to the alarm system and so will close automatically on sounding of the alarm. • 2 individual toilets and sinks to be in operation to ensure social distancing of others to be taped off service. Locked door signs will indicate when in use. • Photocopiers to be limited to one person per time. Staff advised to limit use of the photocopier and wash hands after use. When scanning, use a feeder on top of the copier to reduce the need to lift / touch the top to access the screen. Cleaning to be on site throughout the day to ensure regular cleaning of all high use areas 			
<p>Accidents, Security and other incidents</p> <p>Availability of key holders</p> <p>Lack of ability to socially distance in an emergency</p> <p>Adaptability of fire evacuation procedures</p>	<p>All Staff and visitors, contractors</p>	<p>Virus transmission, lack of social distancing as per Government guidance.</p> <p>Exposure of people to coronavirus by touching contaminated surfaces, breathing contaminated air in the building, being in proximity to people carrying coronavirus</p>	<p>4</p>	<p>5</p>	<p>20</p>	<ul style="list-style-type: none"> • Where appropriate, employees who are designated vulnerable to COVID-19, or who share a household with people who are vulnerable, have an individual RA in place • There may be emergency incidents where social distancing is not safe to do such as staff/children would need to get out of the building quickly if there was a fire. Where possible social distancing will be maintained if safe to do at the assembly point. Fire 	<p>2</p>	<p>5</p>	<p>10</p>



<p>Availability of first aiders - especially those with paediatric first aid certificate</p>		<p>Exposure to coronavirus could lead to COVID-19, illness, which in some cases could be serious or fatal</p>				<p>evacuation plan to be adapted to demonstrate new measures</p> <ul style="list-style-type: none">• During the current pandemic it cannot be guaranteed fire wardens will be available therefore the manager of the area is to take charge and ensure everyone safely leaves the building.• employees are aware of procedures to call emergency services for medical support by calling 999, where possible this is determined by a member of the SLT• PPE kits – will be available in every classroom and within the designated isolation room• First aiders to be provided with the most up to date government information.• Any waste to be disposed of as per government guidance.<ul style="list-style-type: none">○ In line with Government advice, First Aiders to make sure they have washed their hands or used hand sanitiser, before and after treating a casualty.○ First Aiders to consider cross contamination that could occur which was covered in their training.○ additional information in RA CAH2)• All trained first aid personnel must exercise extreme caution when treating any injury to any party as the social distancing measure of 2 metres may have to be breached to facilitate treatment by close and direct contact• First aid personnel must assess the injured party from a distance of 2 metres and where treatment has been identified as required first aid personnel must wear latex free protective gloves and protective face masks whilst treating any type of injury or casualty and			
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						<p>must wash hands immediately after treatment has been completed.</p> <ul style="list-style-type: none"> • If a casualty requires CPR then this should be administered by chest compressions only and not rescue breaths as adequate infection control for first aid personnel cannot be maintained. 			
<p>Managing Visitors and Contractors</p> <p>Management of visitors around site</p> <p>Risk of office staff having regular contact with general public</p> <p>Staff/children coming into contact with visitors on site</p> <p>Planned maintenance</p>	<p>All Staff, Visitors, Contractors</p>	<p>Virus transmission, lack of social distancing as per Government guidance.</p> <p>Exposure of people to coronavirus by touching contaminated surfaces, breathing contaminated air in the building, being in proximity to people carrying coronavirus</p> <p>Exposure to coronavirus could lead to COVID-19, illness, which in some cases could be serious or fatal</p>	3	5	15	<ul style="list-style-type: none"> • Visitor policy to be amended to demonstrate current recommendations • Signage displaying the recommendation and safety procedures in place when visiting the buildings. Information to also be given before visiting if applicable i.e. via appointment letters. • Visits to be completed remotely where possible, reduce the need to visit other sites. • Visitors must wash their hands upon entering the premises or use the hand sanitiser provided. • 2m zone in main entrance to ensure social distancing is in place when communicating with office staff • Number of visitors to be limited to ensure social distancing can be maintained. • Interactions between staff, contractors and visitors reduced and completed remotely where possible. • Clear exit and entry routes established for staff and visitors to the building. • Signage to ask visitors with symptoms not to enter the premises, and to remind both staff and visitors to always keep 2 metres from other people, wherever possible. • Staff aware of the safety information they should be providing visitors and contractors who are due to visit. • Main entrance will be used for delivery of goods to ensure no contact with the driver is required. 	2	3	6



<p>Cleaning & Hygiene</p> <p>Availability of cleaning materials / distribution across school</p> <p>capacity to maintain high levels of cleaning throughout the day</p> <p>Staff access to PPE</p>	<p>All Staff</p>	<p>Transmission, lack of social distancing as per Government guidance.</p> <p>Exposure of people to coronavirus by touching contaminated surfaces, breathing contaminated air in the building, being in proximity to people carrying coronavirus</p> <p>Exposure to coronavirus could lead to COVID-19, illness, which in some cases could be serious or fatal</p>	<p>4</p>	<p>5</p>	<p>20</p>	<ul style="list-style-type: none"> • Opening of windows and doors regularly to allow fresh air into the building is encouraged. • Regular cleaning of all areas especially frequently touched areas, such as door handles, access buttons. • Waste facilities provided across the site and frequently emptied. • All waste removed and disposed of at the end of each working day. • Posters and reminders to staff about hygiene around the site. • Ventilation and air conditioning systems have been checked and maintained. • Where a known or suspected case of COVID19 has been reported a full clean will be completed as per the specific guidelines given by the government. • Extra cleaning procedures in place for work vehicles. • Cleaners to be provided with clear expectations of daily / weekly schedule • Adaptation to current cleaners working hour to enable two cleaners to be on site throughout the day • Daily stock check of all cleaning materials / PPE to ensure stocks are adequate at all times <p>Additional gov guidance on cleaning in non-healthcare settings.</p>	<p>2</p>	<p>4</p>	<p>8</p>
<p>PPE</p> <p>Availability of appropriate PPE for all staff who require it</p> <p>Staff awareness of how to use / remove PPE appropriately</p>	<p>All Staff, Visitors, Contractors</p>	<p>Virus transmission.</p> <p>Exposure of people to coronavirus by touching contaminated surfaces, breathing contaminated air in the building, being in proximity to people carrying coronavirus</p>	<p>3</p>	<p>5</p>	<p>15</p>	<ul style="list-style-type: none"> • As advised in government guidance staff will not be required to wear PPE for most daily task • Clear guidance will be given as to when PPE is required - e.g. personal care, supporting a child who is unwell and cleaning • Staff/children Should follow government guidance when travelling by public transport but they should be removed before entering the school site and either disposed of in a 	<p>2</p>	<p>3</p>	<p>6</p>



<p>staff / children arriving on site wearing face coverings</p>		<p>Exposure to coronavirus could lead to COVID-19, illness, which in some cases could be serious or fatal</p>				<p>lidded bin or stored in a sealed plastic bag (clearly named)</p> <ul style="list-style-type: none"> ● PPE will be provided for first aid and cleaning purposes. each bubble will also have an emergency set of PPE at all times, in case a child or member of staff was to become unwell ● Staff wearing face coverings are advised to: <ul style="list-style-type: none"> ○ Wash hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and after removing it. ○ Avoid touching face or face covering, as you could contaminate them with germs from hands. ○ Change face covering if it becomes damp or if it has been touched. ○ Continue to wash hands regularly. ○ Change and wash face covering daily. ○ If the material is washable, wash in line with manufacturer's instructions. If it's not washable, dispose of it carefully in usual waste. ● Practise social distancing wherever possible. ● videos used for training purposes e.g. how to use PPE accurately https://www.youtube.com/watch?v=-GncQ_ed-9w ● Further details in RA CAH2 			
<p>Workforce management Awareness of current availability of staff - taking into account staff in</p>	<p>All Staff</p>	<p>Virus transmission, lack of social distancing as per Government guidance. Exposure of people to coronavirus by touching</p>	<p>4</p>	<p>5</p>	<p>20</p>	<ul style="list-style-type: none"> ● HT to follow current government and HR advice on who can return to work and who should remain at home. ● HT/SLT to ensure that they have a task-based risk assessment developed and cascaded through to their staff. 	<p>2</p>	<p>5</p>	<p>10</p>



<p>vulnerable groups / who have child care issues</p> <p>Adaptations to staff working hours - where required</p> <p>Ensuring clear lines of communication</p> <p>Staff travelling to work - public transport/care sharing</p>		<p>contaminated surfaces, breathing contaminated air in the building, being in proximity to people carrying coronavirus</p> <p>Exposure to coronavirus could lead to COVID-19, illness, which in some cases could be serious or fatal</p>				<ul style="list-style-type: none"> Staff to follow all government guidance in relation to safe travel to work 			
<p>Information, Instruction and Training</p> <p>Ensuring clear lines of communication / Information not reaching all staff in a timely manner</p> <p>Ensuring all staff have all relevant advice / training where appropriate</p>	<p>All Staff</p>	<p>Virus transmission, lack of social distancing as per Government guidance.</p> <p>Exposure of people to coronavirus by touching contaminated surfaces, breathing contaminated air in the building, being in proximity to people carrying coronavirus</p> <p>Exposure to coronavirus could lead to COVID-19, illness, which in some cases could be serious or fatal</p>	<p>3</p>	<p>5</p>	<p>15</p>	<ul style="list-style-type: none"> Staff provided with the information, instruction and training needed to safely return to the school Regular updates given to all staff when any new guidance / recommendations are introduced. Staff advised to follow Government guidance and not to leave their home if they or someone they live with has developed symptoms: <ul style="list-style-type: none"> - A high temperature, - A new, continuous cough. - Loss of taste/smell videos used for training purposes e.g. how to use PPE accurately https://www.youtube.com/watch?v=-GncQ_ed-9w 	<p>2</p>	<p>3</p>	<p>6</p>
<p>Mental Health & Wellbeing</p> <p>staff feeling overwhelmed, anxious and worried - finding it difficult</p>	<p>All Staff</p>	<p>Lack of mental wellbeing</p> <p>Exposure of people to coronavirus by touching contaminated surfaces, breathing contaminated air</p>	<p>3</p>	<p>4</p>	<p>12</p>	<ul style="list-style-type: none"> Specific pages within google classroom available to all staff to support their health and wellbeing with focus on their mental health. SMT available to support their colleagues. Mental health first aiders in place to support staff across school - SW 	<p>2</p>	<p>2</p>	<p>4</p>



<p>to adapt to new procedures</p> <p>staff concerns about safety of themselves, the children and their families</p>		<p>in the building, being in proximity to people carrying coronavirus</p> <p>Exposure to coronavirus could lead to COVID-19, illness, which in some cases could be serious or fatal</p>				<ul style="list-style-type: none"> • Occupational Health Service available for support. • In house counselling service available for staff to self-refer to. • HR Services available for support. • RA / procedures to be shared with all staff to ensure clear lines of communication 			
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Assessor notes:
 This risk assessment will need to be continually reviewed due to the ongoing government advice and guidance. Please refer to your professional body for additional advice.

Government Guidance

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres>
<https://www.gov.uk/coronavirus>
<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>
<https://www.nhs.uk/conditions/coronavirus-covid-19/>
 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 - [Actions for education & childcare settings to prepare for wider opening from 1 June 2020](#).
[COVID-19: cleaning of non-healthcare settings guidance](#)
[symptoms of coronavirus](#)

Signature of Assessor(s)

A.L.Moody (Head Teacher) 6/9/21

Update 2/6/20

As part of the national **test and trace programme**, if other cases are detected within the cohort or in the wider setting, Public Health England’s local health protection teams will conduct a rapid investigation and will advise schools and other settings on the most appropriate action to take. In some cases a larger number of other children, young people may be asked to self-isolate at home as a precautionary measure – perhaps the whole class, site or year group. Where settings are observing guidance on infection prevention and control, which will reduce risk of transmission, closure of the whole setting will not generally be necessary.”



South Tyneside Council

Risk Matrix

Risk Matrix

Severity \ Likelihood	Non-Injury	Minor Injury	7 Day Injury	Major Injury	Fatality
1 Improbable	1 Low Risk	2 Low Risk	3 Low Risk	4 Low Risk	5 Low Risk
2 Remote	2 Low Risk	4 Low Risk	6 Low Risk	8 Low Risk	10 Medium Risk
3 Possible	3 Low Risk	6 Low Risk	9 Medium Risk	12 Medium Risk	15 High Risk
4 Probable	4 Low Risk	8 Low Risk	12 Medium Risk	16 High Risk	20 High Risk
5 Most Likely	5 Low Risk	10 Medium Risk	15 High Risk	20 High Risk	25 High Risk

Risk = Likelihood X Severity

The above matrix is to be used to evaluate likelihood and severity in order to come up with a standardised method of rating risks arising from a hazard. It is used in conjunction with the risk assessment pro-forma.