



# St Mary's RC Primary School

## COVID-19 Risk Assessment

**Service and location**

CAF XXXXXXXXXX

**Name of Assessor and position**

Heather Taylor (H&S Officer)

**Work activity:**

School operations

**Approved by (Service Manager)**

Steve Horne/Joseph Wheatley

**Date of assessment**

02.07.20

**Consultation**

Caroline O'Neill/ Steve Horne/Procurement/Public Health/HR/Unions (NEU, Unison, NASUWT, GMB, NAHT, Unite, Voice the Union, ASCL).

**Review Date**

Ongoing

**Reference Number**

**This risk assessment must be regularly reviewed and updated as necessary in line with government guidance. The reviewed risk assessment must be shared with all staff, including any relevant updated guidance to support the risk assessment.**

**The risk assessment is specific to control measures in place relating to COVID-19 and must be used in conjunction with other relevant risk assessments.**

**For the purposes of this risk assessment children and young people are referred to as pupils.**

Point	Content	Point	Content
1a	<b>Clinically extremely vulnerable</b> adults and pupils	5	Working with SEND children
1b	Staff/pupils living with a person who is extremely clinically vulnerable	6	Unsafe/violent/aggressive behaviour
1c	<b>Clinically vulnerable</b> adults and pupils	7	Suspected/confirmed cases of COVID-19
1d	Employees pupils with other vulnerabilities	8	Suspected/confirmed household cases
2	<b>Contact between individuals and social distancing</b>	9	NHS Test and Trace
2	General control measures	11	Incorrect use of/lack of PPE
2	Learning areas	12	Use of face coverings
2	Arriving at/leaving school	13	Use of transport
2	Meeting and communal areas	14	Home visits
2	Supporting pupils	15	Educational visits
2	Shared offices and reception areas	16	Staff/pupils travelling overseas/returning
2	Lifts	17	Staff absence
2	Changing rooms and showers	18	First aid arrangements
2	PPA time	19	Premises management
3	<b>Hygiene practices and sharing of items/equipment</b>	20	Alcohol based sanitiser
3	Good hygiene practices	21	Deliveries into school
3	General	22	Home working
3	Shared/personal equipment	23	Deliveries into school
3	Playing musical instruments and singing	24	Anxiety/depression/other MH conditions
4	Extra-curricular activities/clubs/ wrap around care provision.	25	Aerosol generating procedures

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is needed?	Action by whom	Action by when	Done
1. Employees and pupils who are in vulnerable groups/living with household members in vulnerable groups.	Employees, pupils, household members  Exposure to coronavirus (SARS-CoV-2), Transmission of COVID-19, increased risk of serious illness, death.	<ul style="list-style-type: none"> <li>In addition to control measures below: as with all employees and pupils these employees work from home, and employees/pupils only return to school if control measures in the school COVID-19 risk assessment can be implemented.</li> <li>Head teacher/member of SLT discusses any concerns/anxieties about returning to schools with employees/parents/carers (see section 25) and the control measures in place.</li> </ul>	<ul style="list-style-type: none"> <li>Current HR/OH/Public Health/government guidance is followed for all employees/pupils who are vulnerable or are living with household members in vulnerable groups.</li> <li>Employees and parents/carers have been asked to inform the head teacher if they/their child develops any medical conditions in the clinically vulnerable/clinically extremely vulnerable category.</li> </ul>	Head teacher/SLT / employees  Head teacher/SLT / employees		
1a. Adults and pupils classed as <b>clinically extremely vulnerable (CEV)</b> in accordance with government guidance, <a href="https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/">https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/</a>	As above	<p><b>Staff:-</b></p> <ul style="list-style-type: none"> <li>CEV employees have been identified and an individual risk assessment is carried out with each employee using CSG-HS-15 'Vulnerable employee risk assessment.'</li> </ul> <p>Where they cannot work from home they are allocated a role where they can maintain 2 metre social distancing <u>or</u> where this is not possible where they can maintain 1 metre+ social distancing, with suitable control measures in place (e.g. Perspex screens).</p> <p><b>Pupils:-</b></p> <ul style="list-style-type: none"> <li>Staff liaise with parents/carers and follow any additional medical advice for clinically extremely vulnerable pupils attending school.</li> </ul>	<ul style="list-style-type: none"> <li>Staff to make SLT aware of any medical or Occupational Health advice given to them in relation to COVID-19 (where appropriate) and appropriate action is taken.</li> </ul> <p>Clinically extremely vulnerable employee risk assessments to be reviewed at the start of the September term taking into account any changes in guidance or personal circumstances</p> <ul style="list-style-type: none"> <li>Parents/carers have been asked to inform the head teacher if their child develops any medical conditions in the</li> </ul>	Head teacher/ SLT/ employees  Head teacher/ SLT		

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is needed?	Action by whom	Action by when	Done
		An individual risk assessment is carried out for each CEV pupil or existing risk assessment reviewed to include any additional COVID-19 related control measures.	<p>clinically extremely vulnerable category.</p> <ul style="list-style-type: none"> <li>Current HR/OH/Public Health advice is followed if guidance changes for those classed as extremely vulnerable/living with someone extremely vulnerable.</li> </ul>	Head teacher/SLT		
1b. Members of staff or pupils living with a person who is <b>extremely clinically vulnerable</b>	As above	<ul style="list-style-type: none"> <li>HR guidance is followed in relation to those living with a person who is clinically extremely vulnerable.</li> </ul>				
1c. Adults and pupils classed as <b>clinically vulnerable</b> in accordance with government guidance. <a href="https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing#clinically-vulnerable-people">https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing#clinically-vulnerable-people</a> <b>(this includes pregnant employees)</b>	As above	<p><b>Clinically vulnerable employees</b></p> <ul style="list-style-type: none"> <li>Clinically vulnerable employees work from home where possible</li> </ul> <p>Where this is not possible an individual risk assessment is carried out with each employee using CSG-HS-15 'Vulnerable employee risk assessment.'</p> <p>Clinically vulnerable employees only return to work if control measures in the school COVID-19 risk assessment can be applied stringently (as for all employees).</p>	<ul style="list-style-type: none"> <li>Clinically vulnerable employee risk assessments to be reviewed at the start of the September term taking into account any changes in guidance or personal circumstances.</li> </ul>			

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is needed?	Action by whom	Action by when	Done
1d. Employees/pupils with other vulnerabilities	BAME staff, some staff/pupils with disabilities  As above, Comparatively increased risk from COVID-19 (research ongoing).	<ul style="list-style-type: none"> <li>Where a member of staff/pupil has an individual risk assessment in place this is reviewed to include any additional control measures required in relation to COVID-19 or an individual risk assessment is carried out if required.</li> <li>Head teacher/member of SLT discusses any concerns/anxieties about returning to schools with employees/parents/carers (see section 25) and the control measures in place.</li> </ul>				
2 Contact between individuals and lack of social distancing.	Employees, pupils, visitors  Exposure to coronavirus (SARS-CoV-2), Transmission of COVID-19, illness death.	<b>General:</b> <ul style="list-style-type: none"> <li>Staff work from home where feasible and appropriate to do so.</li> <li>Contact between people is reduced as much as possible to maintain social distancing.</li> <li>Contact sports do not take place at this time including during extra-curricular activities.</li> <li>Staff keep their distance from pupils as much as possible and maintain 2m social distancing from other adults wherever possible.</li> <li>Staff avoid face to face contact and minimise time spent within 1m of anyone.</li> <li>Pupils who are old enough and have the capacity to/are able to do so are supported to maintain distance and avoid touching as much as possible.</li> </ul>	<ul style="list-style-type: none"> <li>If a pupil is currently attending more than one setting, both settings work together to address any risks identified and put suitable control measures in place. <b>(see section 6)</b>.</li> <li>Try to comfort children using verbal prompts and non-physical contact as much as possible (see guidance produced by the Psychological Service).</li> <li>Discourage all non-essential trips within the school building to minimise staff contact by for example, restricting access to some areas, encouraging use of radios/telephones and cleaning them between use.</li> </ul>	Head teacher  Staff  Head teacher/SLT		

**Commented [HT1]:** Acknowledging that there are not many roles that will allow for this, this is still the government guidance.

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is needed?	Action by whom	Action by when	Done
		<ul style="list-style-type: none"> <li>• Unnecessary items taking up floor space are removed from areas wherever possible to create additional space for social distancing, and are safely stored in an appropriate location that does not compromise fire safety or health and safety.</li> <li>• Rooms are accessed from the outside wherever possible. Where this is not possible, additional entrance/exit doors are brought into use and designated to groups as appropriate.</li> <li>• Movement around the school is reduced as much as possible (classes timetabled to use the same room as much as possible).</li> <li>• A 1-way system and keep to the side procedure is in place for moving through all/part of the school and in communal areas such as dining halls and sports halls. (If not possible, a keep to the left/right procedure is in place across the school).</li> <li>• Posters are displayed to remind occupants about handwashing and social distancing measures.</li> <li>• Outdoor sports are prioritised over indoor sports wherever possible.</li> <li>• Indoor sports take place in large spaces where outdoor sport is not possible, maximising distancing between pupils and with stringent hygiene and cleaning in place.</li> </ul>	<ul style="list-style-type: none"> <li>• Liaise with Kevin Pearson/ Link Inspector at the planning stage for opening fully if operational advice is required.</li> <li>• Use paint/chalk marks (indoors only)/ tape on the floor where appropriate to assist with social distancing.</li> <li>• Make additional use of outdoor learning spaces and structures (cleaned between groups as necessary) – SLT to consider whether these need to be timetabled to groups. Consider sun safety and pupils with medical conditions e.g. hay fever.</li> <li>• Consider the provision of additional external storage to enable safe storage of items which have been temporarily removed/ additional external learning areas.</li> <li>• If it is not possible to appropriately stagger lunch breaks in the dining hall, pupils eat their lunch in their classrooms/elsewhere. This is discussed with Catering staff and appropriate arrangements put in place</li> </ul>	<p>Head teacher</p> <p>SLT/ Head teacher</p> <p>Head teacher</p> <p>SLT</p>		

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is needed?	Action by whom	Action by when	Done
2. Contact between individuals and lack of social distancing.		<p><b>Visitors:</b></p> <ul style="list-style-type: none"> <li>A visitor policy is in place to ensure only essential visitors are on site, visitors are limited during school hours and parent/carer visits are by appointment only, are only when essential and are with only one parent/carer wherever possible.</li> <li>Meetings/appointments are held virtually where possible.</li> <li>Visitor information is clearly displayed- (This including informing parents/carers not to gather whilst on school premises and to maintain social distancing at all times, and what essential visitors entering the school should do).</li> <li>All staff have been made aware of and implement the visitor policy.</li> <li>A visit register is kept of <b>all</b> visitors to the premises (visitors sanitise hands first and use own pen/screen to be cleaned between use) or give details to office staff.</li> <li>Appointments for visitors take place <b>outside</b> of school hours where possible.</li> <li>Contractors (e.g. Facilities Management, catering staff, cleaning staff, suppliers etc) have been informed in advance, wherever possible, to ensure they are aware of the COVID-19 arrangements to follow on site).</li> </ul>	<ul style="list-style-type: none"> <li>Visitors who fail to follow the visitor policy are reminded of the rules and if necessary are asked to leave the premises. Parents/carers who persistently fail to follow rules are discussed with the Chair of Governors/ Governing Body. Consider using a Warning or Banning letter for parents/carers. <a href="https://intranet.gateshead.gov.uk/media/727/Warning-or-Banning-persons-from-school-premises/pdf/EDU-HS-15WarningorBanningPersonsfromSchoolPremises.pdf?m=636451477720470000">https://intranet.gateshead.gov.uk/media/727/Warning-or-Banning-persons-from-school-premises/pdf/EDU-HS-15WarningorBanningPersonsfromSchoolPremises.pdf?m=636451477720470000</a>.</li> </ul>	Head teacher		

**Commented [HT2]:** This doesn't include cyclical maintenance/ repair work etc.

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is needed?	Action by whom	Action by when	Done
2.Contact between individuals and lack of social distancing.		<ul style="list-style-type: none"> <li>External staff/contracted staff liaise with the school regarding working with staff/pupils and have their own risk assessments in place. External staff follow school arrangements for COVID-19 at all times.</li> <li>External staff who are required to move around schools take particular care to maintain distance from other staff and pupils</li> </ul> <p><b>Learning areas:</b></p> <ul style="list-style-type: none"> <li>Pupils are designated their own area within the classroom.</li> <li>Classrooms are rearranged to support distancing as much as possible. Pupils seated face to face are distanced over 1m from one another.</li> <li>Pupils are not called to the front of the class and close contact at pupils' desks is avoided where possible.</li> <li>A daily record is kept of all staff/external staff who have been working with each group.</li> </ul> <p><b>Early Years:-</b></p> <ul style="list-style-type: none"> <li>Each class operates as a separate group (bubble) and avoids contact with other groups wherever possible.</li> </ul> <p><b>Primary schools:</b></p> <ul style="list-style-type: none"> <li>Each class operates as a separate group (bubble) and avoids contact with other groups (bubbles) wherever possible.</li> </ul>	<ul style="list-style-type: none"> <li>Where possible and safe to do so groups to enter/leave the classroom in order so the classroom is filled from the back to the front and emptied from the front to the back to reduce close contact.</li> <li>Consideration should be given as to how morning and afternoon nursery sessions operate. Where appropriate cleaning and separation of resources cannot take place,</li> </ul>	Staff/pupils		

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2.Contact between individuals and lack of social distancing.		<ul style="list-style-type: none"> <li>Where class groups are not practical, each year group operates as a separate group (bubble) and avoids contact with other groups (bubbles) wherever possible.</li> </ul> <p><b>Secondary school</b></p> <ul style="list-style-type: none"> <li>Each class operates as a separate group (bubble) and avoids contact with other groups wherever possible.</li> <li>Where class groups (bubbles) are not practical, each year group operates as a separate group (bubble) and avoids contact with other groups wherever possible.</li> <li>Staff maintain distance from pupils as much as possible remaining at the front of the class as much as possible.</li> </ul> <p><b>Special schools/other settings:</b></p> <ul style="list-style-type: none"> <li>Group size is determined by ensuring the greatest reduction in contact and mixing without inhibiting teaching or access for support and specialist staff/therapists.</li> <li>Each group avoids contact with other groups wherever possible</li> </ul> <p><b>Arriving at /leaving school</b></p> <ul style="list-style-type: none"> <li>Drop-off and collection times are staggered.</li> <li>Additional entrance/exit gates are designated for drop off/collection of different groups.</li> <li>Appropriate arrangements are in place for parents/carers to observe social distancing when dropping off/collecting pupils.</li> </ul>	and there is cross-over in attendance between groups, the nursery group should operate as one bubble.	Head teacher		

Commented [HT3]: Moira/Heather to discuss practicalities for secondary schools



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2.Contact between individuals and lack of social distancing.		<ul style="list-style-type: none"> <li>Parents/carers are discouraged from gathering at the school gates.</li> </ul> <p><b>Meetings and communal areas:</b></p> <ul style="list-style-type: none"> <li>Bottle neck areas e.g. corridors, cloak rooms and entrance/exit areas are managed to maintain social distancing as much as possible.</li> <li>Break times and class changeover times are staggered.</li> <li>Lunchtime is staggered and arrangements are in place to ensure that social distancing is maintained when queuing and eating.</li> <li>Assemblies/other pupil gatherings do not take place with more than one group.</li> <li>Pupils are kept in their consistent groups supervised to maximise distancing as much as possible when in the playground or doing any physical exercise and groups are kept separate from each other.</li> <li>Toilet visits are controlled as much as possible and as appropriate by limiting the number of pupils using the toilet facilities at one time.</li> <li>Maximum occupancy signs are displayed on staff rooms and meeting rooms.</li> <li>Meetings and essential training are only held on site where social distancing can be</li> </ul>	<ul style="list-style-type: none"> <li>Allocate additional areas for use as staff rooms if required which allow for social distancing.</li> <li>Schools that are immediate neighbours liaise with each other where there are congestion issues on arrival/departure to arrange staggered arrival/leaving times from each other/put in place other arrangements wherever possible.</li> <li>Consideration is given to zoning playgrounds and other areas across the school site to encourage social distancing between groups.</li> </ul>	<p>Head teacher</p> <p>Head teacher</p> <p>Head teacher</p>		

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is needed?	Action by whom	Action by when	Done
2.Contact between individuals and lack of social distancing.		<p>maintained and in a well ventilated or outdoor area.</p> <ul style="list-style-type: none"> <li>• Unnecessary staff gatherings are avoided.</li> <li>• Use of the staff room is staggered and staff room is re-organised to allow social distancing.</li> <li>• Appropriate arrangements are in place for parents/carers to observe social distancing e.g. when dropping off/collecting pupils.</li> <li>• Parents/carers are discouraged from gathering at the school gates.</li> </ul> <p><b>Supporting pupils:</b></p> <ul style="list-style-type: none"> <li>• Staff support pupils with distancing – age and developmentally appropriate ways to help pupils understand are used as appropriate.</li> <li>• For pupils who have care needs/ behaviour support plans which require staff to be within close proximity:- <ul style="list-style-type: none"> <li>– Social distancing is maintained as much as possible at all other times</li> <li>– PPE is worn as normal in accordance with existing risk assessment (minimum of disposable gloves and apron) when undertaking personal care and the pupil is exhibiting no symptoms of COVID-19 (additional PPE is not currently required if the pupil is not exhibiting any symptoms).</li> <li>– Individual risk assessment is carried out and PPE worn where appropriate (see section 8</li> </ul> </li> </ul>				

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is needed?	Action by whom	Action by when	Done
2.Contact between individuals and lack of social distancing.		<p>where an individual presents an increased risk.</p> <p><b>Shared offices and reception areas</b></p> <ul style="list-style-type: none"> <li>Maximum occupancy of offices is determined by allowing for 2m social distancing between each person.</li> <li>Workstations are assigned to one person only wherever possible, or if not are cleaned between use.</li> <li>Workstation set ups and locations have been reviewed and where possible moved so that staff do not face each other.</li> <li>Staff who do not work in the office avoid entering the office wherever possible.</li> <li>Staff are encouraged to use phones/walkie talkies for communication rather than coming to the office.</li> </ul> <p><b>PPA time</b></p> <ul style="list-style-type: none"> <li>Lessons covered by TAs moving between different groups regularly are planned to ensure TAs can maintain 2m social distancing wherever possible.</li> </ul>	<ul style="list-style-type: none"> <li>If 2m social distancing cannot be achieved consider whether a staff member(s) can be relocated to another room. If not, staff to be in the office on a rota basis with alternating homeworking.</li> <li>Where possible relocate the photocopier/printer if there is only one in the main office.</li> <li>Provide a clear screen/barrier from visitors if the office area is not physically separated.</li> </ul>	<p>SLT</p> <p>SLT</p> <p>SLT</p> <p>Staff</p>		





What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is needed?	Action by whom	Action by when	Done
<p>contact with a symptomatic person).</p> <p>3. Poor hygiene practices and sharing of items/equipment (continued).</p> <p>(see section 7 for cleaning areas/equipment in</p>		<p>foyer and are encouraged to wash their hands on arrival into the building, often during their stay and when leaving.</p> <p><b>General:-</b></p> <ul style="list-style-type: none"> <li>• Work areas are kept clean and bins for tissues are emptied regularly throughout the day.</li> <li>• Areas are kept tidy and surfaces clear as much as possible to enable effective cleaning to be carried out.</li> <li>• Rooms/shared areas that are used by different groups are cleaned between groups.</li> </ul> <p><b>Shared/personal equipment:-</b></p> <ul style="list-style-type: none"> <li>• Parents/carers/pupils/staff have been informed that only essential items should be brought into school/taken home.</li> <li>• Items are not unnecessarily shared. Sharing of personal items is avoided wherever possible.</li> <li>• Staff and pupils have their own stationery (<i>and any other very frequently used items as the school deems necessary</i>).</li> <li>• Resources shared within a group are cleaned regularly or labelled and left unused for 72 hours between use</li> </ul>	<ul style="list-style-type: none"> <li>• Arrangements and a cleaning schedule to be in place to ensure that additional cleaning is taking place as required (e.g. assigning staff cleaning roles on the rota/ additional cleaning duties/ liaising with cleaning provider for additional support if required.</li> <li>• Follow manufacturer's instructions for dilution, application and contact times for all cleaning products. All relevant staff are made aware of this and how to achieve the appropriate dilution.</li> <li>• Pre-diluted cleaning chemicals/ disinfectants in spray bottles to be provided by Building Cleaning on request.</li> <li>• If outdoor play equipment is in use pupils wash hands before and after use, it is cleaned between groups of pupils using it and is only used by one group of pupils at a time.</li> </ul>	<p>SLT</p> <p>SLT/ Building Cleaning</p> <p>Head teacher</p> <p>SLT</p> <p>Staff/SLT</p>		

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<p>contact with a symptomatic person).</p> <p>3. Poor hygiene practices and sharing of items/ equipment (continued).</p> <p>(see section 7 for cleaning areas/equipment in</p>		<ul style="list-style-type: none"> <li>Resources shared between groups (including outdoor play equipment) are cleaned between groups or labelled and left unused for 72 hours between use by different groups.</li> <li>Pupils provide their own water bottle/ their own labelled water bottle is provided for them.</li> <li>Resources for activities are considered (use of malleable items e.g. playdough are not shared).</li> <li>Shared surfaces including desks are cleaned before starting work/lessons, between groups and at regular intervals throughout the day (particular attention is given to frequently touched areas e.g. IT equipment, tables, chairs, door handles, phones, light switches, staff room equipment (e.g. kettle, microwave) and bannisters).</li> <li>Interactive screens/whiteboards are only used by teachers.</li> <li>Lunch tables are cleaned between each group.</li> <li>If a lift is in use, it is included in the cleaning schedule</li> </ul> <p><b>Playing musical instruments and singing</b>  <b>New government guidance due on music and singing – to be reviewed in line with this.</b></p>	<ul style="list-style-type: none"> <li>For advice and guidance on cleaning, checking and troubleshooting specialist equipment provided for vision and hearing impaired pupils contact LiNT on 433 8747.</li> <li>Alternative forms of marking including online marking are put in place where appropriate.</li> </ul>	Staff		





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		<ul style="list-style-type: none"> <li>Contact sports do not take place at this time.</li> <li>External providers keep a register of all attendees and who is in which group.</li> <li>Early Years: Settings that use external providers for sessions which are not directly required for children's health and wellbeing are suspended.</li> <li></li> </ul>	<p>schools. Where this is not possible pupils are kept in consistent separate school groups.</p> <ul style="list-style-type: none"> <li>Parents/carers asked to limit the number of wraparound providers used as far as possible and only use providers who have appropriate COVID-19 measures in place.</li> </ul>	Head teacher/ SLT		
5. Working with SEND children	<p>Employees, pupils, visitors</p> <p>Spitting, biting, contact with bodily fluids due to sensory issues. Exposure to coronavirus (SARS-CoV-2), Transmission of COVID-19, illness death.</p>	<ul style="list-style-type: none"> <li>SEND team are liaising with schools to provide support with SEND pupils.</li> <li>Staff are vigilant for escalations in behaviour due to changes in routine and follow BSP re: de-escalation techniques.</li> <li>Social distancing is maintained wherever possible without putting the pupil at risk if close proximity is required for de-escalating behaviour.</li> <li>Supervision ratios are maintained for pupils with challenging behaviour in accordance with their BSP with as little change in support staff as possible.</li> <li>Individual risk assessment is reviewed in conjunction with school, pupil's parents and LA in accordance with Gateshead Council 'Guidance to settings used by Gateshead Children and Young People on access to educational provision during Covid-19'</li> </ul>	<ul style="list-style-type: none"> <li>BSP and needs of pupils they are supporting are discussed with new or temporary staff.</li> <li>Liaise with relevant other teams e.g. Behaviour Support, / Link inspectors if additional support is required.</li> <li>Individual risk assessments to be carried out for pupils where social distancing cannot be maintained e.g. where their BSP requires close contact (see section 7) and all relevant staff made aware of this.</li> <li>Liaise with the LiNT for additional guidance when reviewing individual risk assessments for pupils with sensory impairments.</li> </ul>	<p>SLT</p> <p>SEND coordinator/ S LT</p> <p>SEND coordinator/ S LT</p> <p>Staff</p>		

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		<ul style="list-style-type: none"> <li>Best endeavours are made to ensure all EHCPs are met as much as possible.</li> <li>Suitable arrangements are in place for cleaning of specialist equipment.</li> <li>Shared areas that cannot be easily cleaned such as hydrotherapy/sensory ball pools have been taken out of use. Use of rooms shared by different groups is minimised and they are cleaned between use.</li> </ul>				
6. Unsafe/ violent/ aggressive behaviour (e.g. intentional spitting, refusing to adhere to social distancing etc.).	<p>Employees, pupils, visitors</p> <p>Exposure to coronavirus (SARS-CoV-2), Transmission of COVID-19, illness death.</p>	<ul style="list-style-type: none"> <li>Where pupils wilfully fail to follow school rules regarding COVID-19, appropriate sanctions are taken in accordance with the school behaviour policy.</li> <li>Incidents involving violent/aggressive behaviour including spitting are reported to the Health and Safety Team on an HS20 incident form.</li> <li>Risk assessments are in place for pupils with known challenging behaviour and are reviewed as necessary.</li> <li>Behaviour policy has been reviewed and amended as appropriate with any changes to expectations, rewards and sanctions in place re: COVID-19 including no spitting or deliberately coughing.</li> <li>Advice/support available from the Behaviour Support Team.</li> </ul>	<ul style="list-style-type: none"> <li>Revised COVID-19 behaviour policy is communicated to pupils, parents and staff.</li> <li>Appropriate arrangements to be in place where a pupil needs to be removed from a group for the safety of themselves/others</li> <li>Staff are vigilant for new behaviours in pupils due to changes in routine and current situation and take appropriate action.</li> </ul>	<p>Head teacher</p> <p>Head teacher</p> <p>All staff</p>		

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is needed?	Action by whom	Action by when	Done
<p>7. Suspected/ confirmed cases of COVID-19 (continued)</p> <p>Symptoms currently identified as:</p> <ul style="list-style-type: none"> <li>- High temperature (37.8°C or above)</li> <li>- new continuous cough(coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (or worse cough than usual here the person usually has a cough)</li> <li>- loss of, or change in taste or smell</li> </ul>	<p>Employees, pupils, visitors</p> <p>Exposure to coronavirus (SARS-CoV-2), Transmission of COVID-19, illness death.</p>	<p><b>Informing school:</b></p> <ul style="list-style-type: none"> <li>• Parents/carers have been asked to inform the school if their child/any member of their household is exhibiting symptoms of COVID-19 whilst not in school.</li> <li>• Employees/ parents/ carers have been informed that they/ pupils must <b>not</b> attend school if they have symptoms of COVID-19 and must self-isolate.</li> </ul> <p><b>Staff/pupils exhibiting symptoms</b></p> <ul style="list-style-type: none"> <li>• Staff look out for signs of pupils exhibiting symptoms of COVID-19.</li> <li>• Staff are extra vigilant with pupils with cognitive impairments and look for signs such as delirium which may indicate infection</li> <li>• If a <b>member of staff/ visitor</b> develops symptoms whilst at school, a member of SLT is informed and they leave site immediately, self-isolate, and follow the HR return to school procedure.</li> <li>• Staff with symptoms are requested to arrange at COVID-19 test via <a href="https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested#arrange-a-test-if-youre-an-essential-worker">https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested#arrange-a-test-if-youre-an-essential-worker</a></li> <li>• If a <b>pupil develops symptoms</b> whilst at school:-</li> </ul>	<ul style="list-style-type: none"> <li>• Inform the <b>Health Protection Team</b> on <b>0300 303 8596 (option 1)</b> and <b>Moira Richardson</b> (Gateshead Council Public Health team) on <b>0191 433 3034</b> or <a href="mailto:moirarichardson@gateshead.gov.uk">moirarichardson@gateshead.gov.uk</a> or <b>Emma Gibson</b> on <b>433 2845</b> <a href="mailto:emmagibson@gateshead.gov.uk">emmagibson@gateshead.gov.uk</a> if: <ul style="list-style-type: none"> <li>- a member of staff/pupil has <b>exhibited symptoms of COVID-19</b> or <b>tested positive for COVID-19</b> and <b>follow their guidance.</b></li> </ul> </li> <li>• <b>Inform Moira Richardson</b> (Gateshead Council Public Health team) on <b>0191 433 3034</b> <a href="mailto:moirarichardson@gateshead.gov.uk">moirarichardson@gateshead.gov.uk</a> or <b>Emma Gibson</b> on <b>433 2845</b> <a href="mailto:emmagibson@gateshead.gov.uk">emmagibson@gateshead.gov.uk</a> if the school is observing unusually high numbers of absences due to illness (compared to the numbers of absences they would normally see for that time of year)</li> <li>• Employees to be made aware of and follow the HR return to work (school) procedure if they</li> </ul>	<p>SLT</p> <p>SLT</p> <p>Head teacher</p>		
<p>7. Suspected/ confirmed cases of COVID-19 (continued)</p>						

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is needed?	Action by whom	Action by when	Done
7. Suspected/ confirmed cases of COVID-19 (continued)		<ul style="list-style-type: none"> <li>- Pupil is self-isolated in a designated room behind a closed door, with a window open (where possible) and with supervision by a member of staff if required.</li> <li>- If it is not possible to isolate the pupil, they are moved to an area at least 2m away from other people.</li> <li>- Isolation room has minimal furniture which is readily cleanable.</li> <li>- Parents/carers are contacted to collect their child as soon as possible or 999/111 are contacted if required.</li> <li>- Pupil self-isolates for at least 10 days from the onset of symptoms and follows the HR return to school procedure for employees.</li> <li>• Symptomatic staff/pupils use a separate bathroom if this is needed before leaving the premises. The bathroom is cleaned and disinfected before being used by anyone else.</li> <li>• Home testing kit is offered to employee or parent/carer of pupil who develops symptoms on site where they think providing one will increase the likelihood of testing.</li> </ul> <p>Otherwise they are advised to arrange for COVID-19 testing via <a href="http://www.nhs.uk/coronavirus">www.nhs.uk/coronavirus</a> or by <a href="tel:119">phoning 119</a>, and to inform the school of the results.</p>	<p>have been exhibiting symptoms of COVID-19.</p> <p>Parents/carers to be informed of this for pupils</p> <ul style="list-style-type: none"> <li>• Employees to be reminded to inform the head teacher if they are diagnosed with COVID 19 as a result of a positive test. Head teacher to inform Public Health (see above).</li> </ul> <p>Any case identified by Occupational Health as meeting the HSE RIDDOR reporting criteria will be shared with H &amp; S who will deal with the reporting process.</p>	<p>Head teacher</p> <p>Occupational Health/ Health and Safety team</p>		

**Commented [HT5]:** This will also apply to pupils

**Commented [HT6]:** E.g where families don't have a car or may struggle to access a test. Schools to make a judgement call on when to give these out as they are likely to only receive a small supply of testing kits.

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is needed?	Action by whom	Action by when	Done
7. Suspected/ confirmed cases of COVID-19 (continued)		<ul style="list-style-type: none"> <li>• Notify the Building Cleaning provider/Area Supervisor as soon as possible to inform them if there has been a symptomatic or confirmed case of COVID-19 on site</li> </ul> <p><b>Supporting a symptomatic pupil:</b></p> <ul style="list-style-type: none"> <li>• Social distancing is maintained wherever possible however if staff are required to be within 2m of the pupil they wear the following PPE: - <ul style="list-style-type: none"> <li>– Disposable plastic apron</li> <li>– Disposable gloves</li> <li>– Fluid resistant face mask</li> <li>– Eye protection if required (if there is a risk of splashing to the eyes e.g. from coughing or vomiting etc.)</li> </ul> </li> <li>• Any member(s) of staff that have been supporting a symptomatic pupil wash their hands thoroughly for 20 seconds after contact with them using the nearest facilities. Any surfaces that have been touched en-route are cleaned and disinfected.</li> <li>• Staff are advised to ensure that wherever possible after providing close care to a pupil exhibiting symptoms of COVID-19 their work clothing is: - <ul style="list-style-type: none"> <li>– Changed after providing care and transported home in a tied plastic bag.</li> <li>– Laundered in a load not more than half the machine capacity.</li> <li>– Not shaken before washing.</li> </ul> </li> </ul> <p>Washed at the maximum temperature the fabric can tolerate.</p>				



What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is needed?	Action by whom	Action by when	Done
		<p>hard surfaces, floors, chairs, door handles and sanitary fitting using either:-</p> <ul style="list-style-type: none"> <li>- a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine</li> <li><b>or</b></li> <li>- a household detergent followed by disinfection (1000 ppm av.cl.).</li> <li><b>or</b></li> <li>- A disinfectant that is effective against enveloped viruses.</li> </ul> <ul style="list-style-type: none"> <li>• Avoiding creating splashes and spray when cleaning.</li> <li>• Cloths and mop heads used are disposed of as single use items.</li> <li>• Items that cannot be cleaned using detergents or laundered e.g. upholstered furniture are steam cleaned.</li> <li>• Any items that are heavily contaminated with body fluids and cannot be cleaned by washing are disposed of.</li> </ul> <p><b>Waste from symptomatic person:</b></p> <ul style="list-style-type: none"> <li>• Waste from a symptomatic person and from cleaning of areas where they have been (including disposable cloths and tissues) and used PPE is:-</li> <li>- Double bagged (placed in a plastic rubbish bag and tied then placed in a second bn bag and tied),</li> </ul>	<ul style="list-style-type: none"> <li>• Designate a safe and secure holding area for potentially contaminated waste and ensure all staff are aware of this.</li> </ul>	<p>Head teacher</p>		

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is needed?	Action by whom	Action by when	Done
		<ul style="list-style-type: none"> <li>– Tagged with the date and time and stored in a secure area for at least 72 hours</li> <li>– Disposed of in the normal waste bin or clinical waste bin if there is a clinical waste contract in place.</li> </ul>				
10. Household members – suspected/confirmed cases of COVID-19	<p>Employees, pupils, visitors</p> <p>Exposure to coronavirus (SARS-CoV-2), Transmission of COVID-19, illness death.</p>	<p><b>Other household members (not pupils/staff) exhibiting symptoms:</b></p> <ul style="list-style-type: none"> <li>• If a member of any staff/ pupils' household develops symptoms of COVID-19, they follow government guidance</li> <li>• They are advised to arrange for COVID-19 testing via <a href="http://www.nhs.uk/coronavirus">www.nhs.uk/coronavirus</a> or by <a href="tel:119">phoning 119</a>, and to inform the school of the results</li> </ul>				
11. NHS Test and Trace	<p>Employees, pupils, visitors</p> <p>Exposure to coronavirus (SARS-CoV-2), Transmission of COVID-19, illness death.</p>	<ul style="list-style-type: none"> <li>• All staff have been made aware and follow the NHS Test and Trace guidance where necessary at: <a href="https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works">https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works</a></li> <li>• Staff and parents/carers have been advised that they must inform the school if they test positive for COVID-19.</li> </ul>	<ul style="list-style-type: none"> <li>• Employees to inform their manager if they have been asked to self-isolate by the NHS Test and Trace service.</li> <li>• Parents/carers are informed that they/their child need to self-isolate if requested by the NHS Test and Trace Service (and to inform the school) or requested to by the school.</li> <li>• SLT to inform the <b>Health Protection Team on 0300 303 8596 (option 1) and Moira Richardson (Gateshead Council Public Health team) on 0191 433 3034</b> <a href="mailto:moirarichardson@gateshead.gov.uk">moirarichardson@gateshead.gov.uk</a> or Emma Gibson on 433</li> </ul>	<p>Staff</p> <p>SLT</p> <p>SLT</p>		



What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is needed?	Action by whom	Action by when	Done
			2845 <a href="mailto:emma.gibson@gateshead.gov.uk">emma.gibson@gateshead.gov.uk</a> if a member of staff/pupil has tested positive for COVID-19, and follow their guidance.			
11. Incorrect use of/lack of PPE.	Employees, pupils, visitors  Exposure to coronavirus (SARS-CoV-2), Transmission of COVID-19, illness death.	<ul style="list-style-type: none"> <li>• Stock of the following PPE:- <ul style="list-style-type: none"> <li>– Disposable aprons</li> <li>– Disposable gloves</li> <li>– Fluid resistant face mask</li> <li>– Eye protection (goggles or visor)</li> </ul> </li> <li>• is available for staff for use when:- <ul style="list-style-type: none"> <li>– supporting a pupil displaying symptoms of COVID-19 until they are taken home/to hospital</li> <li>– for first aid purposes (see section 14)</li> <li>– where this is already routinely required (not associated with COVID-19) when supporting a pupil.</li> <li>– if required when supporting a pupil as determined by an individual risk assessment</li> <li>– if cleaning an area(s) that has been heavily contaminated with visible body fluids from a person exhibiting COVID-19 symptoms (apron and gloves to be worn when cleaning area(s) that are not heavily contaminated). (see section 6).</li> </ul> </li> <li>▪ PPE is also available through Corporate Procurement via <a href="http://www.gateshead.gov.uk/PPE">www.gateshead.gov.uk/PPE</a>.</li> <li>• School informs Andrea Tickner on 0191 433 5995 or <a href="mailto:andreatickner@gateshead.gov.uk">andreatickner@gateshead.gov.uk</a> if</li> </ul>	<ul style="list-style-type: none"> <li>• For other situations, e.g. working in prolonged close contact with pupils whose behaviour support plan requires this or working closely with pupils who regularly cough, sneeze or spit, without being able to practice good hygiene, the use of fluid resistant face masks and eye protection should be risk assessed and provided if deemed necessary. All staff must be clearly informed of what is to be used and when.</li> <li>• In the event of disruption to supply of PPE/RPE prioritisation will be given to services based on clinical need.</li> <li>• All staff to be made aware of what PPE is to be worn and when.</li> <li>• All staff are visually trained in putting on (donning) and taking off (doffing) PPE and how to decontaminate eye protection and training records kept.</li> </ul>	Head teacher/ Public Health  Corporate Procurement  SLT  SLT		

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is needed?	Action by whom	Action by when	Done
11. Incorrect use of/lack of PPE (continued).		<p>additional PPE stock is required and cannot be procured.</p> <ul style="list-style-type: none"> <li>Staff are hydrated, tie hair back and remove jewellery (no stoned rings, watch, bracelets etc) before putting on PPE.</li> <li>Good hand hygiene is practiced and extended to exposed forearms after removing any element of PPE.</li> <li>Used PPE is disposed of as normal waste where it <b>has not</b> been used for cleaning after a symptomatic person or when supporting a symptomatic person <ul style="list-style-type: none"> <li>Where PPE has been used to support a <b>symptomatic person</b>/for cleaning after them it is: - <ul style="list-style-type: none"> <li>Double bagged (placed in a plastic rubbish bag and tied then placed in a second bin bag and tied), tagged with the date and time and stored in a secure area for at least 72 hours then disposed of in the normal waste bin or in the clinical waste bin if there is a clinical waste contract in place.</li> </ul> </li> </ul> </li> </ul>	<p><a href="https://www.youtube.com/watch?v=ozY50PPmsvE&amp;feature=youtu.be">https://www.youtube.com/watch?v=ozY50PPmsvE&amp;feature=youtu.be</a></p> <ul style="list-style-type: none"> <li>Posters showing how to put on and take off PPE are displayed. <a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/878677/PHE_11606_Putting_on_PPE_062_revised_8_April.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/878677/PHE_11606_Putting_on_PPE_062_revised_8_April.pdf</a> <a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/878678/PHE_11606_Taking_off_PPE_064_revised_8_April.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/878678/PHE_11606_Taking_off_PPE_064_revised_8_April.pdf</a></li> <li>Face mask is replaced if it is soiled or damaged.</li> <li>PPE is stored in a safe and accessible location.</li> </ul>	<p>SLT</p> <p>Staff</p> <p>Staff</p>		
12. Use of face coverings.	<p>Employees, pupils.</p> <p>Risk of self-contamination when taking off/removing face coverings,</p>	<ul style="list-style-type: none"> <li>In line with government guidance face coverings are not recommended for use by staff or pupils within educational settings at this time.</li> </ul>	<ul style="list-style-type: none"> <li>In the event that a member (s) of staff wishes to wear a face covering, the head teacher must fully discuss HSB 11 with the member of staff.</li> <li>Any staff member who wears a face covering does this by their</li> </ul>	<p>Employees / Head teacher</p>		

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is needed?	Action by whom	Action by when	Done
	emotional effect on pupils, Exposure to coronavirus (SARS-CoV-2), Transmission of COVID-19, illness death.		<p>own personal choice and must follow the procedures regarding use of face coverings laid out in HSB 11</p> <ul style="list-style-type: none"> <li>Parents/carers have been requested to ensure that pupils do not wear face coverings on school premises.</li> <li>All staff are aware of the procedure if a pupil arrives at school wearing a mask (HSB 11).</li> </ul> <p>Plastic bags to be available if pupils need to remove reusable face coverings on site.</p>			
14. Use of transport	<p>Employees, pupils, visitors</p> <p>Exposure to coronavirus (SARS-CoV-2), Transmission of COVID-19, illness death.</p>	<ul style="list-style-type: none"> <li>Use of vehicles for work purposes is minimised to essential travel only.</li> <li>If a joint visit is being carried out by staff separate vehicles are used where possible to enable social distancing.</li> <li>Vehicle keys and areas of the vehicle that provide regular contact points are cleaned before and after use.</li> <li>If there is more than 1 person in the vehicle: <ul style="list-style-type: none"> <li>They try not to face each other.</li> <li>They observe social distancing as much as possible in the vehicle.</li> <li>Journeys are planned to take the shortest time so that time in the vehicle is reduced.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>If vehicles are being shared, all staff are aware of and follow HSB 03 'Road Vehicle Occupancy Restrictions.'</li> <li>Arrangements are in place to ensure cleaning of vehicles takes place between users.</li> <li>A supply of hand sanitiser (at least 60% alcohol) to be carried in all vehicles to enable employees/pupils to sanitise their hands regularly.</li> <li>Employees/parents/carers to be made aware of the guidance on</li> </ul>	<p>Head teacher/ Staff</p> <p>Head teacher/ SLT</p> <p>SLT</p> <p>Head teacher</p>		

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is needed?	Action by whom	Action by when	Done
		<ul style="list-style-type: none"> <li>Vehicle windows are opened to allow ventilation where possible and if safe to do so.</li> <li>Seats are cordoned off within school transport vehicles as necessary to maintain social distancing.</li> </ul> <p><b>External providers</b></p> <ul style="list-style-type: none"> <li>Travel Care Team have provided guidance to their external travel providers to ensure that suitable arrangements for managing COVID-19 including cleaning are in place.</li> <li>COVID-19 risk assessment is requested from all external transport providers (in addition to other documentation required).</li> </ul> <p><b>Dedicated school transport including statutory provision:</b>  <b>Further government guidance due – to be reviewed in line with new guidance</b></p> <ul style="list-style-type: none"> <li>Pupils are grouped together on transport in the same groups as within school wherever possible</li> <li>Pupils sanitise hands on boarding and alighting.</li> <li>Vehicles are cleaned more frequently.</li> <li>Queuing and boarding is arranged to allow for distancing as much as possible</li> <li>Children over 11 wear face coverings where appropriate e.g. if they are likely to come into very close contact with people outside their group.</li> </ul>	<p>the use of public transport <a href="https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers">https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers</a> and have been encouraged to walk/cycle/use other forms of transport.</p> <ul style="list-style-type: none"> <li>Consideration is given to using/reinstating 'walking buses.' (Contact Gillian Cook – 433 3107 or Emma Allan on 433 3103 for further advice).</li> <li>Working arrangements are flexible to enable staff to avoid public transport use wherever possible, or where this is not possible to avoid using it at peak times.</li> <li>Concerns regarding external contracted travel providers to be raised with Joanne Waters (433 2498) or Brian Armstrong (4337426).</li> <li>Traffic Planning Team to support schools with traffic management options to ensure that pupils are able to avoid the use of public transport as much as possible. (Contact Andrew Haysey 433 3124)</li> </ul>	<p>Head teacher</p> <p>Head teacher</p> <p>Head teacher</p> <p>Traffic Planning Team/ Head teacher</p>		

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is needed?	Action by whom	Action by when	Done
15. Home visits	Employees, pupils, visitors  Exposure to coronavirus (SARS-CoV-2), Transmission of COVID-19, illness death.	<ul style="list-style-type: none"> <li>Only essential visits are made.</li> <li>Staff knock at the door and step back at least 2m to maintain social distancing.</li> <li>Phone calls are made instead of visits wherever possible.</li> <li>Social distancing is maintained at all times and staff do not enter pupil's homes.</li> </ul>	<ul style="list-style-type: none"> <li>If there is a need for your school to carry out visits which may involve entering a pupil's home contact your H&amp;S officer for advice/risk assessment.</li> </ul>	Head teacher		
16. Educational visits	Pupils, staff, members of the public.  Exposure to coronavirus (SARS-CoV-2), Transmission of COVID-19, illness death.	<ul style="list-style-type: none"> <li>Current government guidance on whether trips organised by educational settings should take place is followed: <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-travel-advice-for-educational-settings/coronavirus-travel-guidance-for-educational-settings">https://www.gov.uk/government/publications/coronavirus-covid-19-travel-advice-for-educational-settings/coronavirus-travel-guidance-for-educational-settings</a>.</li> <li>Visits only take place at this time where 2m social distancing can be maintained from other people at all times.</li> <li>Early Years: Visit participants are restricted to small groups and are in line with the current government guidelines on the number of people who can meet in outdoor places. (<a href="https://www.gov.uk/guidance/meeting-people-from-outside-your-household-from-4-july">https://www.gov.uk/guidance/meeting-people-from-outside-your-household-from-4-july</a>)</li> <li>Visits are planned from start to finish (including transport where applicable) to maintain distancing between the group as</li> </ul>	<ul style="list-style-type: none"> <li>Specific risk assessment to be carried out for each visit and Evolve used to record visits as necessary.</li> <li>Dynamic risk assessments to be carried out throughout the outing and the outing to be ended if control measures in place to reduce the risk of COVID-19 transmission cannot be effectively implemented.</li> <li>Consideration to be given to gaining parental consent for all offsite visits at this time</li> <li>Refer to EV-RA-26 'Off site activities' and school COVID-19 risk assessment.</li> </ul>	Staff/ EVC/Head teacher  Staff  Head teacher  Staff		

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is needed?	Action by whom	Action by when	Done
		<p>much as possible, good hygiene practices and regular hand washing (or sanitising if hand washing is not possible).</p> <ul style="list-style-type: none"> <li>Supervision ratios are adequate, and pupils are kept in the same groups as within school.</li> <li>Public transport is not used for outings at this time (consideration should be given to the use of public transport for travel training for SEND pupils and the associated risks associated).</li> <li>Venues/transport providers are checked to ensure they have appropriate arrangements in place for COVID-19. COVID-19 risk assessments are requested from all venues and all transport providers.</li> </ul>				
17. Staff/pupils travelling overseas/returning from overseas travel	<p>Employees, pupils, visitors</p> <p>Exposure to coronavirus (SARS-CoV-2), Transmission of COVID-19, illness death.</p>	<ul style="list-style-type: none"> <li>Staff follow the latest FCO travel advice when travelling/returning from overseas (<a href="https://www.gov.uk/foreign-travel">https://www.gov.uk/foreign-travel</a>).</li> <li>Staff self-isolate for 14 days on their return from a country that is not on the travel corridor list (<a href="https://www.gov.uk/guidance/coronavirus-covid-19-travel-corridors">https://www.gov.uk/guidance/coronavirus-covid-19-travel-corridors</a>)</li> </ul>	<ul style="list-style-type: none"> <li>Parents/carers are requested to follow FCO travel advice when travelling overseas (<a href="https://www.gov.uk/foreign-travel">https://www.gov.uk/foreign-travel</a>).and quarantine requirements when returning (<a href="https://www.gov.uk/guidance/coronavirus-covid-19-travel-corridors">https://www.gov.uk/guidance/coronavirus-covid-19-travel-corridors</a>).</li> </ul>	Head teacher/SLT		



What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is needed?	Action by whom	Action by when	Done
			<p>communicated with parents/carers (see Appendix 1):-</p> <ul style="list-style-type: none"> <li>Parents/carers are kept informed of any changes to procedures/ school concerns regarding parent/carer behaviour.</li> <li>Head teacher to update Steve Horne or Link Inspector if there are concerns or issues that cannot be addressed.</li> </ul>	<p>Head teacher</p> <p>Head teacher</p>		



What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is needed?	Action by whom	Action by when	Done
19. Staff absence/ School opening no longer viable due to inadequate staff.	Employees, pupils  Reduced staff: pupil ratio, inadequate supervision, extra pressure on existing staff/families, school unable to safely operate.	<ul style="list-style-type: none"> <li>Head teacher liaises with Steve Horne/Link Inspector if there are issues with staff absence.</li> </ul>	<ul style="list-style-type: none"> <li>Where adequate staffing levels cannot be maintained, all/ part of school provision is closed as necessary.</li> </ul>	Head teacher.		
20. Inadequate first aid arrangements	Employees, pupils, visitors  Exposure to coronavirus (SARS-CoV-2), Transmission of COVID-19, illness death. .	<ul style="list-style-type: none"> <li>First aid risk assessment has been reviewed in line with current operations and available first aiders.</li> <li>Consideration is given to not including clinically vulnerable or clinically extremely vulnerable in first aid duties.</li> <li>First aid certificates that expired from 16th March 2020 have been extended up to 30<sup>th</sup> September 2020.</li> <li>Best endeavours are undertaken to have a paediatric first aider on site at all times when pupils aged 2-5 are on site in accordance with government guidance.</li> </ul> <p>Where this cannot be met a written risk assessment is in place and a current First Aid at Work first aider or current Emergency Paediatric first aider is on site at all times.</p>	<ul style="list-style-type: none"> <li>Liaise with Kevin Pearson/ Lorraine Dixon if first aid requirements cannot be met.</li> <li>First aiders whose certificates are currently being extended are to attend face to face training as soon as possible (Available through Services for Schools).</li> </ul>	Head teacher  SLT/staff		

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is needed?	Action by whom	Action by when	Done
		<ul style="list-style-type: none"> <li>First aiders wash their hands before and immediately after administering first aid and undertaking medical procedures.</li> <li>PPE (single use gloves, single use apron, fluid resistant face mask) is worn when administering first aid. Eye protection is worn where there is a risk of being splashed with any bodily fluid.</li> <li>Any waste generated including PPE from first aid provision is double bagged and binned.</li> </ul>				
21. Inadequate premises management.	<p>Employees, pupils, visitors.</p> <p>Gas inhalation, carbon monoxide poisoning, smoke inhalation, Legionnaire's disease, lift crush/fall from height injury etc, death.</p>	<ul style="list-style-type: none"> <li>Staff liaise with H&amp;S team if assistance is required.</li> <li>All staff are aware of how to evacuate from their designated group areas) in the event of the fire alarm sounding.</li> <li>Head teacher regularly monitors and reviews the effectiveness of all COVID-19 arrangements in place with SLT/CoG, and if required they are amended as necessary and brought to the attention of all staff.</li> </ul>	<ul style="list-style-type: none"> <li>Ensure equipment and services including gas equipment, fire safety related equipment, water hygiene testing and lifting equipment have been inspected/tested as necessary.</li> <li>Liaise with Facilities Management regarding outstanding inspections/cyclical maintenance.</li> <li>Seek advice from the air conditioning engineers whether any adjustments are required to the system in line with COVID-19 guidance. If a centralised ventilation system that removes and circulates air to different rooms is in use, it is recommended that the</li> </ul>	<p>Head teacher</p> <p>SLT</p> <p>Head teacher</p>		

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is needed?	Action by whom	Action by when	Done
21. Inadequate premises management (continued).			<p>recirculation is turned off so a fresh air supply is used.</p> <ul style="list-style-type: none"> <li>Fire emergency procedures are reviewed as necessary and a fire drill is carried out shortly after return to school. Consideration is given to additional assembly points, where each group will be located to allow for social distancing and how they will communicate with the Fire Emergency coordinator.</li> </ul>	Head teacher		
22. Alcohol based hand sanitiser	<p>Employees, pupils, visitors</p> <p>Exposure to fire, burns, scalds, smoke inhalation etc.</p>	<ul style="list-style-type: none"> <li>Sanitiser dispensers are stored away from heat sources, sources of ignition and out of direct sunlight.</li> <li>Stock to be stored in a fire-resistant cabinet.</li> </ul>	<ul style="list-style-type: none"> <li>All staff are made aware of this.</li> </ul>	SLT		
23. Deliveries into school	<p>Employees, pupils, contractors</p> <p>Exposure to coronavirus (SARS-CoV-2), Transmission of COVID-19, illness death, collision with vehicle.</p>	<ul style="list-style-type: none"> <li>Only essential items are ordered.</li> <li>Personal non-work-related items are not delivered to school.</li> <li>Staff wash their hands before and after handling deliveries.</li> <li>Wherever possible delivery drivers do not enter the school building.</li> <li>Wherever possible deliveries are sanitised prior to use, or stored in a secure location for 72 hours before use.</li> </ul>	<ul style="list-style-type: none"> <li>Review timings of deliveries involving vehicles in line with new operating hours and use of alternative entrances/exits.</li> <li>Speak to suppliers prior to delivery to advise them of revised delivery arrangements and expectations on school premises.</li> <li>Consider using non-contact deliveries wherever possible.</li> </ul>	<p>SLT</p> <p>SLT</p> <p>SLT</p>		

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is needed?	Action by whom	Action by when	Done
24. Home working.	Employees.  Stress, Musculo-skeletal disorders, fatigue.	<ul style="list-style-type: none"> <li>Staff who are deployed to work from home on a longer-term basis complete and return HS52 'H&amp;S checklist' and HS53 'DSE Assessment' to a member of SLT.</li> </ul>	<ul style="list-style-type: none"> <li>Take appropriate action as necessary with regard to any issues raised re: homeworking.</li> </ul>	Head teacher		
25. Anxiety/stress/depression/other mental health conditions.	Employees, pupils.  Anxiety/ stress/ depression/ other mental health conditions.	<ul style="list-style-type: none"> <li>Staff are encouraged to discuss anxiety or COVID-19 concerns with a member of SLT, or through their H&amp;S representative.</li> <li>Head teachers discuss concerns/anxieties with employees and explain the COVID-19 control measures in place.</li> <li>Head teacher checks staff at regular intervals and provides additional support if required wherever possible.</li> <li>Head teacher liaises with the relevant team if there are unresolved COVID-19 concerns.</li> <li>Link Inspectors check on head teachers at regular intervals.</li> <li>Employees are kept updated and informed of changes as quickly and clearly as possible.</li> <li>Head teacher is vigilant for uncharacteristic behaviour of staff.</li> <li>Staff are vigilant for uncharacteristic behaviour of pupils and colleagues and provide additional support for pupils where</li> </ul>	<ul style="list-style-type: none"> <li>All staff are aware of the mental health guidance for employees at:- <a href="https://intranet.gateshead.gov.uk/article/15303/How-to-look-after-your-mental-health-during-the-coronavirus-pandemic">https://intranet.gateshead.gov.uk/article/15303/How-to-look-after-your-mental-health-during-the-coronavirus-pandemic</a>.</li> <li>Head teacher refers employees to Occupational Health for counselling (by telephone) if required. Telephone referrals are available by contacting 0191 433 3273.</li> <li>Staff workloads are monitored by SLT and appropriate action taken as necessary.</li> <li>SLT discuss and agree changes to staff roles with individual staff members at the earliest opportunity.</li> <li>All staff are fully consulted on the school's COVID-19 risk assessment and planning</li> </ul>	SLT  Head teacher  SLT  SLT/ staff  Head teacher/ staff		

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is needed?	Action by whom	Action by when	Done
		<p>there are anxiety or other mental health concerns.</p> <ul style="list-style-type: none"> <li>Support and information available from/provided by Education Support Team to help support pupils.</li> <li>Flexible working practices are implemented as much as possible to promote good work/life balance for employees.</li> </ul>	<p>arrangements for returning to school in September.</p> <ul style="list-style-type: none"> <li>HS-61 Employee specific work-related stress risk assessment' is carried out with members of staff where appropriate.</li> <li>Staff are aware of and use the support available for pupils in 'Worried or Anxious Children and Young People: Information and Resources for Schools and Parents.'</li> </ul>	Head teacher		
<p>26. Aerosol generating procedures (AGPs)</p> <p><a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/886668/COVID-19_Infection_prevention_and_control_guidance_complete.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/886668/COVID-19_Infection_prevention_and_control_guidance_complete.pdf</a></p>	<p>Employees, pupils, visitors.</p> <p>Transmission of COVID-19, illness death.</p>	<ul style="list-style-type: none"> <li>Identify and document all AGPs which are being undertaken.</li> <li>Each AGP is risk assessed and the procedure is documented.</li> <li>Staff who carry out any aerosol generating procedure(s) are fully trained in the procedure(s).</li> <li>The medical contact for the procedure is consulted if there are concerns around aerosol generating procedures.</li> <li>All PPE used for aerosol generating procedures is disposed of as clinical waste.</li> <li>Clinically vulnerable employees or those living with a clinically vulnerable employee do not carry out aerosol generating procedures.</li> </ul>	<ul style="list-style-type: none"> <li>If you are not sure whether a procedure is classed as an aerosol generating procedure confirm with the nominated medical contact for the procedure.</li> <li>The following PPE is worn when undertaking AGPs</li> <li>Single use long sleeved gown/coveralls</li> <li>Single use FFP face mask (minimum of FFP3 standard)</li> <li>Single use disposable gloves</li> <li>Eye protection (full face shield or visor – single use or decontaminated between use)</li> <li>All staff carrying out aerosol generating procedures receive</li> </ul>	<p>SLT</p> <p>Staff</p> <p>SLT</p>		

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is needed?	Action by whom	Action by when	Done
		<ul style="list-style-type: none"> <li>Staff wash their hands before and after carrying out AGPs.</li> </ul>	<p>a face mask face fit test from a competent person.</p> <ul style="list-style-type: none"> <li>Ensure all staff who carry out AGPs are:-</li> <li>fully trained in the procedures</li> <li>aware of what PPE to wear when carrying out these procedures</li> <li>have completed the following training  <a href="https://www.youtube.com/watch?v=kKz_vNGsNhc&amp;feature=youtu.be">https://www.youtube.com/watch?v=kKz_vNGsNhc&amp;feature=youtu.be</a>  <a href="https://www.youtube.com/watch?v=oUo5O1JmLH0&amp;feature=youtu.be">https://www.youtube.com/watch?v=oUo5O1JmLH0&amp;feature=youtu.be</a>            Keep a record of this training.</li> </ul> <ul style="list-style-type: none"> <li>Provide suitable areas near to where the AGPS take place to put on and take off PPE. Provide a mirror and these posters displayed in that area:-</li> <li>If wearing gowns use these posters:-  <a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/879103/PHE_COVID-19_Donning_quick_guide_gown_version.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/879103/PHE_COVID-19_Donning_quick_guide_gown_version.pdf</a>  <a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/879098/PHE_COVID-19_Donning_gown_version.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/879098/PHE_COVID-19_Donning_gown_version.pdf</a></li> </ul>	<p>Head teacher</p> <p>SLT</p> <p>SLT</p>		



What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is needed?	Action by whom	Action by when	Done
			FFP3 face mask for at least 20 minutes.			

**N.B.** Risk Assessment is Continuous Process – Significant Changes to the Work Activity Require a Review of the Assessment



## Appendix 1 : Suggested information to be communicated to parents/carers

Please note this list is not exhaustive.

Parents/carers should be informed of the following where applicable: -

- NHS Test and Trace requirements (section 10)
- Not to enter the school setting if they are exhibiting symptoms of COVID-19 or should be self-isolating.
- To ensure their child does not attend school if they are exhibiting symptoms of COVID-19 or should be self-isolating
- To inform the school if their child/anyone in the household has symptoms of COVID-19.
- That they need to be ready and willing to book a COVID-19 test if their child/anyone in the household develops symptoms of COVID-19.
- **To** inform the school of the results of any COVID-19 testing within the household.
- Government advice on the use of public transport <https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>
- To ensure that their child only brings essential items from home (if this includes toys these should be cleanable).
- Behaviour policy and expectations for pupils in relation to COVID-19.
- Not to enter the school premises without a pre-arranged appointment, and to follow school procedures whilst on site.
- To ensure that their child does not wear a face covering on school premises.
- Expectations for school drop off/collection including:-
  - Not to gather and to maintain social distancing at all times.
  - The drop off and collection times for their pupil and how to do this (which entrance to use and where to stand etc).
  - To park considerably outside school and maintain social distancing at all times including staying in their vehicle until their pupil's allotted pick up/drop off time.
  - To ensure that only 1 parent/carer attends school if the pupil needs accompanying.
- Any additional school procedures they need to follow.

Commented [HT7]: Public Health to confirm