

COVID-19 Risk assessment – Emmaville Primary School

Service and location

CAF XXXXXXXXXX

Name of Assessor and position

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 Heather Taylor (H&S Officer)
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 Avril Armstrong (HT)
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Work activity:

School operations

Approved by (Service Manager)

Steve Horne/Avril Armstrong

Date of assessment

Review date 13.10.20

Consultation

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

Review Date

31.10.20

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.

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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"> 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. 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. 	<ul style="list-style-type: none"> 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. 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. 	Head teacher/SLT / employees Head teacher/SLT / employees	Ongoing ongoing	✓
1a. Adults and pupils classed as clinically extremely vulnerable (CEV) in accordance with government guidance, https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/	As above	<p>Staff: -</p> <ul style="list-style-type: none"> CEV employees have been identified and an individual risk assessment is carried out with each employee using CSG-HS-15 'Vulnerable employee risk assessment.' <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>Pupils: -</p> <ul style="list-style-type: none"> Staff liaise with parents/carers and follow any additional medical advice for clinically 	<ul style="list-style-type: none"> 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. <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"> Parents/carers have been asked to inform the head teacher if their child develops any medical conditions in the 	Head teacher/ SLT/ employees Head teacher/ SLT	7.9.2020 No pupils in our care at present	✓

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		<p>extremely vulnerable pupils attending school.</p> <p>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>	<p>clinically extremely vulnerable category.</p> <ul style="list-style-type: none"> Current HR/OH/Public Health advice is followed if guidance changes for those classed as extremely vulnerable/living with someone extremely vulnerable. 	Head teacher/SLT	Ongoing 14..9.20 And ongoing	
1b. Members of staff or pupils living with a person who is extremely clinically vulnerable	As above	<ul style="list-style-type: none"> HR guidance is followed in relation to those living with a person who is clinically extremely vulnerable. 				
1c. Adults and pupils classed as clinically vulnerable in accordance with government guidance. https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing#clinically-vulnerable-people (this includes pregnant employees)	As above	<p>Clinically vulnerable employees</p> <ul style="list-style-type: none"> Clinically vulnerable employees work from home where possible <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"> Clinically vulnerable employee risk assessments to be written and reviewed at the start of the September term taking into account any changes in guidance or personal circumstances. <p>Copies in HT Covid file in HT office.</p>	Head teacher/SLT	21.9.20	✓
1d. Employees/pupils with other vulnerabilities	BAME staff, some	<ul style="list-style-type: none"> Where a member of staff/pupil has an individual risk assessment in place this is reviewed to include any additional control 		HT/SLT	Ongoing	

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	<p>staff/pupils with disabilities</p> <p>As above, Comparatively increased risk from COVID-19 (research ongoing).</p>	<p>measures required in relation to COVID-19 or an individual risk assessment is carried out if required.</p> <ul style="list-style-type: none"> 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. 		HT/SLT	When required	
2 Contact between individuals and lack of social distancing.	<p>Employees, pupils, visitors, contractors</p> <p>Exposure to coronavirus (SARS-CoV-2), Transmission of COVID-19, illness death.</p>	<p>General:</p> <ul style="list-style-type: none"> Staff work from home where feasible and appropriate to do so. Contact between people is reduced as much as possible to maintain social distancing. Contact sports do not take place at this time including during extra-curricular activities. Staff keep their distance from pupils as much as possible and maintain 2m social distancing from other adults wherever possible. Staff avoid face to face contact and minimise time spent within 1m of anyone. Pupils who are old enough and have the capacity to/are able to do so are supported 	<ul style="list-style-type: none"> 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. (see section 6). Try to comfort children using verbal prompts and non-physical contact as much as possible (see guidance produced by the Psychological Service). Staff should not enter other classrooms. Talk from the entrance to the door or use Office365 or phones. Any meetings will be held in the hall. Any meetings should be socially distanced and kept to a minimum time. Reminded of this today. Discourage all non-essential trips within the school building 	<p>Head teacher/ EYFS staff</p> <p>Staff</p> <p>Head teacher/SLT /staff</p> <p>Head teacher and all staff</p>	Prior to starting school	

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		<p>to maintain distance and avoid touching other people as much as possible.</p> <ul style="list-style-type: none"> 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. Rooms are accessed/exited from the outside wherever possible. Where this is not possible, additional entrance/exit doors are brought into use and designated to groups as appropriate. Movement around the school is reduced as much as possible (classes timetabled to use the same room as much as possible). Background noise is kept to a minimum to prevent the need for shouting or prolonged periods of loud speaking. 	<p>to minimise staff contact by for example, restricting access to some areas, encouraging use of radios/telephones and cleaning them between use.</p> <ul style="list-style-type: none"> Children should not be wandering up and down the corridors. Toilet visits need to be monitored. All staff have been reminded of this. Liaise with Kevin Pearson/ Link Inspector for opening fully if operational advice is required. Class doors will be open to enable staff and pupils to enter and exit the building. Children will know the entry into school that they are required to use. This information will be shared with parents. This information can be found at the back of the risk assessment. It also shows staggered start and finish times. The children will remain in their own class for lessons. Changes have been made to the teaching of phonics/ spellings to minimise movement. Lunches will also be eaten 	<p>Head teacher</p> <p>Head teacher/ staff</p> <p>Head teacher/ Staff/ pupils</p> <p>Head teacher</p>	<p>7.9.20</p> <p>7.9.20</p> <p>7.9.20</p>	<p>✓</p> <p>✓</p> <p>✓</p>

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2. Contact between individuals and lack of social distancing.		<ul style="list-style-type: none"> 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). 	<p>outside or within classrooms to minimise movement. This has been reviewed and will continue until at least Christmas.</p> <p>Reception and Year 1 will eat in the hall.</p> <ul style="list-style-type: none"> Keep to the side procedure is put in place for moving through all/part of the school and in communal areas such as dining halls and sports halls. Arrows and markings on the floor will be used to show this. Markings have been put in place within the school to show the children how to travel safely around the building. Movement has been restricted, only Year 1/Reception children will use the hall for lunches. (indoors only)/ tape on the floor where appropriate to assist with social distancing. 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. 	<p>JL completed this</p> <p>Staff</p> <p>staff</p> <p>staff</p>	<p>May 20</p> <p>7.9.20</p> <p>Ongoing</p> <p>ongoing</p> <p>7.9.20</p>	<p>✓</p> <p>✓</p> <p></p> <p>✓</p>

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2.Contact between individuals and lack of social distancing.		<ul style="list-style-type: none"> Posters are displayed to remind occupants about handwashing and social distancing measures. Outdoor sports are prioritised over indoor sports wherever possible. 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. <p>Visitors:</p> <ul style="list-style-type: none"> 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. Meetings/appointments are held virtually where possible. Visitor information is clearly displayed- (This including informing parents/carers not to gather whilst on school premises and to 	<ul style="list-style-type: none"> All staff should make sure that they talk to their children about social distancing and washing hands appropriately in the first week back. Posters are up in the toilets and classrooms making sure that the children are reminded of what they need to do. Although the children will work in their classes, it is important that we encourage them to give each other space and not shout or talk in someone's face. <p>Timetable has been completed and implanted. Children are going out whenever possible.</p> <p>At the moment, no indoor PE is taking place.</p> <ul style="list-style-type: none"> All staff are made aware of and implement the visitor policy. Visitors will be discouraged from coming into school unless absolutely necessary. There will be a clear policy to show visitors what they need to do if entering school. <p>All visitors in school will be asked to wear a mask.</p> <ul style="list-style-type: none"> 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 	<p>JW and BE</p> <p>Site manager/ SLT/ office staff.</p> <p>JM/JL and BP</p> <p>All staff</p>	<p>21.9.20</p> <p>Ongoing</p> <p>13.10.20</p>	<p>✓</p>

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2.Contact between individuals and lack of social distancing.		<p>maintain social distancing at all times, and what essential visitors entering the school should do).</p> <ul style="list-style-type: none"> All staff have been made aware of and implement the visitor policy. A visit register is kept of all visitors to the premises (visitors sanitise hands first and use own pen/screen to be cleaned between use) or give details to office staff. Visitors are required to complete the questions on HSB12 Contractor and Visitor and contractor questionnaire and guidance before admission. Admission is refused where necessary. Appointments for visitors take place outside of school hours where possible. 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). 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. 	<p>fail to follow rules are discussed with the Chair of Governors/ Governing Body. Consider using a Warning or Banning letter for parents/carers. https://intranet.gateshead.gov.uk/media/727/Warning-or-Banning-persons-from-school-premises/pdf/EDU-HS-15WarningorBanningPersonsfromSchoolPremises.pdf?m=636451477720470000.</p> <p>All visitors to continue to use the signing in book.</p> <ul style="list-style-type: none"> Consider using longer assignments for supply teachers/ peripatetic staff where appropriate to minimise visitors and movement between schools. 	<p>office staff to ensure this happens</p> <p>Head teacher</p> <p>site manager/ office staff</p> <p>teachers</p>	<p>ongoing</p> <p>7.9.20</p>	<p>✓</p> <p>✓</p>

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2.Contact between individuals and lack of social distancing.		<ul style="list-style-type: none"> External staff who are required to move around schools take particular care to maintain distance from other staff and pupils <p>Learning areas:</p> <ul style="list-style-type: none"> Pupils sit in the same seat according to the seating plan for each lesson. <p>With the wet weather, cloakrooms can be used from 13.10.20. However, please note that it is only coats that will be allowed in them. Please teach/remind the children that hats/scarves/gloves should be stored in the arm of their coat to save lost property and items lying around.</p> <ul style="list-style-type: none"> Teaching areas/teaching styles are planned to support 2m distancing as much as possible (pupils sit/stand side by side/facing forwards) and avoid face to face seating arrangements/teaching wherever possible. Pupils are not called to the front of the class and close contact at pupils' desks is avoided where possible. A daily record is kept of all staff/external staff who have been working with each group. <p>Early Years: -</p>	<ul style="list-style-type: none"> Classrooms have been set up to accommodate bubbles/classes of children. Excess equipment and furniture has been removed (and stored safely) in order to make as much room as possible. Soft furnishings have been removed to stop the spread of Covid. All KS2 pupils are to be taught in rows, facing forward. Where this is not possible, the children should be encouraged to Wherever possible, teachers should maintain a 2m distance from pupils or at least 1m. If desired for safety, when social distancing cannot be maintained, staff can wear a visor. Use of camera/visualiser connected to a projector to be used where possible for practical demonstrations to the class to allow social distancing to be maintained. Individual teachers to keep a record of any staff that work with their pupils. Although social distancing is not possible within EYFS, the children should be encouraged to understand the importance of personal space. 	<p>Teachers and pupils</p> <p>teachers</p> <p>teachers</p> <p>teachers/pupils</p> <p>Teachers and pupils.</p> <p>Head teacher/SLT</p>	<p>7.9.20</p> <p>ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>14.9.20</p> <p>7.9.20</p>	<p>✓</p> <p>✓</p>

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2.Contact between individuals and lack of social distancing.		<ul style="list-style-type: none"> Each class operates as a separate group (bubble) and avoids contact with other groups wherever possible. <p>Year 1 pupils who have just moved up will work within class bubbles but will work similarly to EYFS in the first half term. This will be reviewed then</p> <p>Primary schools:</p> <ul style="list-style-type: none"> Each class operates as a separate group (bubble) and avoids contact with other groups (bubbles) wherever possible. Where class groups are not practical, each year group operates as a separate group (bubble) and avoids contact with other groups (bubbles) wherever possible. <p>Special schools/other settings:</p> <ul style="list-style-type: none"> Group size is determined by ensuring the greatest reduction in contact and mixing without inhibiting teaching or access for support and specialist staff/therapists. Each group avoids contact with other groups wherever possible 	<p>Year 1 children will use the cloakrooms in order to free up more room within the class. The children will move more freely (like EYFS)</p> <ul style="list-style-type: none"> With the class teacher each class will 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. At lunchtime, year groups will be given a space to play in and lunchtimes will be staggered. The field has been separated into 4 sections. When the children are on the field, the other children will be able to eat outside in a designated area. With the weather changing playgrounds will be divided into two. 2 year groups will have their outside playtime at the same time. Packed lunches will be eaten inside, if field is out of use. 	<p>Head teacher</p> <p>Head teacher/ EYFS staff</p> <p>Headteacher and SLT.</p> <p>HT and all staff</p>	<p>7.9.20</p> <p>7.9.20</p> <p>7.9.20</p> <p>7.9.20</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>

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		<ul style="list-style-type: none"> 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. Toilet visits are controlled as much as possible and as appropriate by limiting the number of pupils using the toilet facilities at one time. Maximum occupancy signs are displayed on staff rooms and meeting rooms. 	<p>children to play together but stay apart.</p> <ul style="list-style-type: none"> Toilets have been assigned to different year groups. There is one toilet block per year group. The urinals have been taped off so all children use the cubicles. Year 1 and 2 – toilet blocks between the Year 3 classrooms. Year 3 and 4 – toilets next to the hall. Year 5 and 6 – toilets next to library. <p>The children need to know which toilets they can use and how they need to be hygienic at all times. The toilets will have been cleaned in the morning, after playtime, after lunch and again in evenings. Week 1 has a cleaning rota. Those involved know. All staff have received a toilet cleaning rota. Please add your cleaning day to your diary so they are cleaned daily. Staff have also been told which toilet block they should use to stop too many people using the same block.</p> <ul style="list-style-type: none"> All posters are up on doors and teachers are aware of the numbers. The meeting room is used as PPA/ SEND office. Staff room – 5 Office, 3 members of staff. 	<p>SLT</p> <p>Staff</p> <p>HT/SLT</p> <p>HB</p> <p>HT</p> <p>HT</p>	<p>Ongoing</p> <p>Ongoing</p> <p>7.9.20</p> <p>12.10.20</p> <p>Ready for 7.9.20</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>

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		<ul style="list-style-type: none"> Meetings and essential training are only held on site where social distancing can be maintained and in a well ventilated or outdoor area. Unnecessary staff gatherings are avoided. Use of the staff room is staggered and staff room is re-organised to allow social distancing. Appropriate arrangements are in place for parents/carers to observe social distancing e.g. when dropping off/collecting pupils. 	<ul style="list-style-type: none"> Meetings will need to take place in the hall, SMT meetings in a classroom so that social distancing can be adhered to. Where possible, meetings should be virtual. staff from different bubbles do not mix. If you do meet in someone's classroom for a meeting, please wipe down the seat before sitting in and also when you leave. As above. No more than 5 members of staff in the staffroom at any one time and social distancing should be maintained Communication with parents will have set out the arrangements for drop off/pick up. Markings will be on the playground for KS1 parents. This has been communicated with parents. Notices were sent out to parents, and additional signing 	<p>Site manager</p> <p>SLT</p> <p>Teachers and TAs</p> <p>HT</p> <p>HT</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Oct 20</p>	<p>✓</p> <p>✓</p> <p>✓</p>

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		<ul style="list-style-type: none"> Parents/carers are discouraged from gathering at the school gates. <p>Supporting pupils:</p> <ul style="list-style-type: none"> Staff support pupils with distancing – age and developmentally appropriate ways to help pupils understand are used as appropriate. For pupils who have care needs/ behaviour support plans which require staff to be within close proximity: - <ul style="list-style-type: none"> Social distancing is maintained as much as possible at all other times 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). 	<p>put into the local park to discourage the children from mixing before and after school.</p> <ul style="list-style-type: none"> Allocate additional areas for use as staff rooms if required which allow for social distancing. Use the courtyard, weather permitting Zoning playgrounds and other areas across the school site to encourage social distancing between groups. Also staggered playtimes and lunchtimes will alleviate congestion. Playtimes – one-year group on one playtime at a time, zoned so classes/bubbles remain separate. Packs have been put together for each bubble Including: tissues, hand sanitiser, wipes, sick bowls, gloves, aprons, hand bacterial spray, cloths, aprons, clinical waste bags and black bin bags. Whilst helping a child to clean, aprons and gloves from the class pack could be used. 	<p>All staff</p> <p>All staff working with children</p> <p>JM/JL</p> <p>HT/JM/JL</p> <p>All staff</p> <p>SLT/bubble staff</p> <p>JM/JL</p>	<p>7.9.20</p> <p>Ongoing</p> <p>Ongoing</p> <p>7.9.20</p> <p>7.9.20</p> <p>June 20</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>

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		<p>– Individual risk assessment is carried out and PPE worn where appropriate (see section 8 where an individual presents an increased risk.</p> <p>Shared offices and reception areas</p> <ul style="list-style-type: none"> • Maximum occupancy of offices is determined by allowing for 2m social distancing between each person. 	<p>Full PPE only required if the pupil is exhibiting any symptoms.</p> <ul style="list-style-type: none"> • Try to comfort children using verbal prompts and non-physical contact as much as possible (see guidance produced by the Psychological Service). • Where wrap around care is to be provided arrangements to be in place to maintain the integrity of groups (bubbles) as much as possible. EYFS/KS1 afterschool club only to be accessed from outside, as Two-year-old provision does not finish until 3.30pm. • Office staff will adhere to 2m distancing. • Staff will face each other but a plastic partition is to be used between the two members of staff. • Only one additional member of staff will be allowed into the 	<p>After school club staff.</p> <p>JM/JL/CH</p> <p>JM/JL/CH</p> <p>JM/JL/CH</p>	<p>7.9.20</p> <p>7.9.20</p> <p>Oct 20</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	<p>✓</p> <p>✓</p> <p>✓</p>

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		<ul style="list-style-type: none"> Staff who do not work in the office avoid entering the office wherever possible. Staff are encouraged to use phones/walkie talkies for communication rather than coming to the office. <p>PPA time</p> <ul style="list-style-type: none"> Lessons covered by TAs moving between different groups regularly are planned to ensure TAs can maintain 2m social 	<p>office at any one time. This is to use the photocopier (2m distancing can still be maintained)</p> <ul style="list-style-type: none"> Key staff will use school phones rather than enter office if at all possible. Registers will be collected from the corridor by a member of the office staff. Children are not allowed to go to the office at all. Poster on office door to say whether anyone can enter or not. A clear screen/barrier has been put in place to enable visitors to talk to office staff safely. <p>Timetables have been implemented that reduce the movement between classes for TAs covering PPA/SLT time.</p>	JM/JL/CH	Ongoing	

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>3. Poor hygiene practices and sharing of items/ equipment (continued).</p> <p>(see section 7 for cleaning areas/equipment in contact with a symptomatic person).</p>		<ul style="list-style-type: none"> Where a sink is not nearby, hand sanitiser (at least 60% alcohol) is provided and used as necessary across the school, and is closely supervised. Hand sanitiser is not used as a substitute for thorough hand washing with soap and water. Pupils are monitored and supported as necessary to ensure they are carrying out regular hand washing. Staff wash hands before and after supporting pupils with medication and medical needs. School is kept well-ventilated by opening windows/use of ventilation units/propping open doors which are not fire doors when safe and appropriate to do so. 	<ul style="list-style-type: none"> uncontrollably or use saliva as a stimulant (see section 8). Children will wash their hands and then sanitise their hands as they enter the classroom and then put their equipment underneath their desk. Classrooms that are being used have sinks, hot water and the necessary cleaning products. Pump action moisturiser is provided for hands (no direct shared contact with cream), Classrooms must remain ventilated at all times. The door or windows must be open to allow air to circulate at all times. Both staff and children need to be encouraged to layer up so they can stay warm. Entrance doors to toilet blocks are now hooked open. 	Staff/SLT	7.9.20	✓
				<ul style="list-style-type: none"> Staff should have hand sanitiser and carry it around if moving from classroom to classroom. Ozone machines are not used at this time as they may present an increased risk to the respiratory system. 	<ul style="list-style-type: none"> If internal doors need to be held open a suitable British Standard hold open device should be installed. (Read and implement HSB 09 specific fire risk assessment review). 	School
<p>3. Poor hygiene practices and sharing of items/ equipment (continued).</p>				JL/SL	7.9.20	✓
				DL site manager	June 20	✓
				All staff	June 20	✓
					7.9.20	✓
				Staff/ pupils		✓

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>(see section 7 for cleaning areas/equipment in contact with a symptomatic person).</p> <p>3. Poor hygiene practices and sharing of items/ equipment (continued).</p>		<ul style="list-style-type: none"> Pupils store coats and bags in a designated area/under desk and on chair. Pupils do not bring items and toys from home unless this is essential and they can be cleaned on arrival. Visitors are asked to observe good hygiene practices whilst in the building. Visitors sanitise their hands before they leave the foyer and are encouraged to wash their hands on arrival into the building, often during their stay and when leaving. <p>General: -</p> <p>Staff are to clean the door handles and light switches at lunchtimes. (Reminder)</p> <ul style="list-style-type: none"> Work areas are kept clean and bins for tissues are emptied regularly throughout the day. 	<p>A reminder to all pupils and staff was given on 12.10.20</p> <ul style="list-style-type: none"> Children will be told how to do this when they return to school in September. Children have been told what they can bring to school each day. This is a lunch box (if needed), water bottle, coat and tissues). Sanitiser available at the office desk. Ensure cleaning supplies/hand sanitiser are available in each room as necessary including areas containing shared highly used equipment e.g. photocopiers, printers etc. Arrangements and a cleaning schedule to be in place to ensure that additional cleaning 	<p>Staff</p> <p>Visitors to school</p> <p>Staff/ JL</p> <p>Cleaning staff</p>	<p>7.9.20</p> <p>7.9.20</p> <p>7.9.20</p> <p>Cleaning staff</p>	<p>✓</p> <p>✓</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>(see section 7 for cleaning areas/equipment in contact with a symptomatic person).</p> <p>3. Poor hygiene practices and sharing of items/ equipment (continued).</p>		<ul style="list-style-type: none"> Areas are kept tidy and surfaces clear as much as possible to enable effective cleaning to be carried out. Rooms/shared areas that are used by different groups are cleaned between groups. <p>Shared/personal equipment: -</p> <ul style="list-style-type: none"> Parents/carers/pupils/staff have been informed that only essential items should be brought into school/taken home. Items are not unnecessarily shared. Sharing of personal items is avoided wherever possible. Staff and pupils have their own stationery (<i>and any other very frequently used items as the school deems necessary</i>). Resources shared within a group are cleaned regularly or labelled and left unused for 72 hours between use 	<p>is taking place as required (e.g. assigning staff cleaning roles on the rota/ additional cleaning duties/ liaising with your cleaning provider for additional support if required.</p> <ul style="list-style-type: none"> Staff monitor pupils who have conditions known to be triggered by cleaning products e.g. asthma, allergies and review health care plan as necessary. Staff report any concerns re: their own conditions to SLT. Cleaning products are discussed with the cleaning provider if issues are identified. <p>No toys or unnecessary objects to be brought in from home.</p> <ul style="list-style-type: none"> All pupils have been provided with a pencil case with all of the equipment they will need for school. Staff do not share equipment. Toys and activities will be set up on a rotational basis so that they can be cleaned or changed and left for 72 hours. 	<p>SLT/ Building Cleaning</p> <p>Head teacher/ staff</p> <p>Staff/SLT</p> <p>Staff</p> <p>Staff</p> <p>EYFS staff</p>	<p>Ongoing</p> <p>7.9.20</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	<p>✓</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"> Resources for activities are considered (use of malleable items e.g. playdough are not shared). 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). 	<ul style="list-style-type: none"> Children will have their own pot of dough for dough disco and malleable work. In Nursery, playdough will be made on a daily basis. 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. Wipes available and staff will have to wipe down any shared equipment before use, including: photocopier, kettle, phones and door handles. A reminder that iPads need to be wiped down after every use, as latest guidance is saying the virus can last longer on device screens. After taking advice from the LA, the microwave will not be used in the first instance to stop cross contamination. A new microwave will be in use after October half term. It must be wiped down after every use. Occupancy of the staff room must be adhered to. 	<p>Staff</p> <p>Staff</p> <p>Dinner staff/pupils</p> <p>HB and all staff</p>	<p>Ongoing</p> <p>Ongoing</p> <p>2.11.20</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"> Playing musical instruments and singing is only carried out in small groups (max of 15 people). Pupils socially distance and play/sing outside wherever possible. Pupils are positioned back to back or side to side. Singing, wind and brass playing does not take place in choirs and ensembles. 	<ul style="list-style-type: none"> Although singing is now allowed, the restrictions of numbers and the volume they are allowed to sing, singing will not take place in the first instance. KJ has written an amended music curriculum and the children should continue to listen, discuss and appraise music 	KJ	5.10.20	✓
4. Extra-curricular activities/clubs/ wrap around care provision.	Employees, pupils, visitors Exposure to coronavirus (SARS-CoV-2), Transmission of COVID-19, illness death.	<ul style="list-style-type: none"> Head teacher liaises with providers of extra-curricular activities to ensure they have appropriate COVID-19 arrangements and a COVID-19 risk assessment in place. External providers on school premises have been made aware of and follow school COVID-19 expectations and operating procedures. 	<ul style="list-style-type: none"> External providers of extracurricular activities will not be in school in the first instance (autumn term). This will be revised and looked at prior to Spring term commencing. 	Head teacher/ SLT Head teacher/	NA until Spring term	

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"> • Arrangements are in place to ensure appropriate cleaning of areas/equipment takes place after extra-curricular activities as necessary. • External providers are aware to inform the school immediately if any pupil is exhibiting symptoms of COVID-19. • Contact sports do not take place at this time. • External providers keep a register of all attendees and who is in which group. • Early Years: Settings that use external providers for sessions which are not directly required for children's health and wellbeing are suspended. • 	<ul style="list-style-type: none"> • Group sizes to be a maximum of 15 plus staff where there is a mix of age groups. (for extracurricular clubs) • 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. 	<p>SLT</p> <p>parents,</p> <p>Head teacher/ SLT</p>	<p>Ongoing</p> <p>ongoing</p>	
5. Working with SEND children	<p>Employees, pupils, visitors</p> <p>Spitting, biting, contact with bodily fluids due to sensory issues.</p> <p>Exposure to coronavirus (SARS-CoV-2), Transmission of COVID-19, illness death.</p>	<ul style="list-style-type: none"> • Pupils are supported to follow the school's COVID-19 arrangements and change in routine using appropriate approaches. • Staff are vigilant for escalations in behaviour due to changes in routine and follow BSP re: de-escalation techniques. • Social distancing is maintained wherever possible without putting the pupil at risk if close proximity is required for de-escalating behaviour. 	<ul style="list-style-type: none"> • BSP and needs of pupils they are supporting are discussed with new or temporary staff. • Liaise with relevant other teams e.g. Behaviour Support, / Link inspectors if additional support is required. • 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. 	<p>SLT</p> <p>SEND coordinator/ S LT</p> <p>SEND coordinator/ S LT</p>	Ongoing	

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"> Supervision ratios are maintained for pupils with challenging behaviour in accordance with their BSP with as little change in support staff as possible. Individual risk assessment and BSP is reviewed and updated to include any increased risk of spitting or biting, Appropriate holds are identified to reduce the risk of biting or contact with bodily fluid from spitting. Best endeavours are made to ensure all EHCPs are met as much as possible. Suitable arrangements are in place for cleaning of specialist equipment. 	<ul style="list-style-type: none"> Staff to make HT/SLT aware of any pupils that display behaviour that may need looking at. Liaise with the LiNT for additional guidance when reviewing individual risk assessments for pupils with sensory impairments. 	HT/SLT	Ongoing	
6. Unsafe/ violent/ aggressive behaviour (e.g. intentional spitting, refusing to adhere to social distancing etc.).	Employees, pupils, visitors Exposure to coronavirus (SARS-CoV-2), Transmission of COVID-19, illness death.	<ul style="list-style-type: none"> Where pupils wilfully fail to follow school rules regarding COVID-19, appropriate sanctions are taken in accordance with the school behaviour policy. Incidents involving violent/aggressive behaviour including spitting are reported to the Health and Safety Team on an HS20 incident form. Risk assessments are in place for pupils with known challenging behaviour and are reviewed as necessary. 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. 	<ul style="list-style-type: none"> Revised COVID-19 behaviour policy is communicated to pupils, parents and staff. Appropriate arrangements to be in place where a pupil needs to be removed from a group for the safety of themselves/others Staff are vigilant for new behaviours in pupils due to changes in routine and current situation and take appropriate action. 	Head teacher Head teacher All staff	Ongoing and when/if required	

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"> Advice/support available from the Behaviour Support Team. 				
<p>7. Suspected/ confirmed cases of COVID-19 (continued)</p> <p>Symptoms currently identified as:</p> <ul style="list-style-type: none"> High temperature (37.8°C or above) 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) loss of, or change in taste or smell 	<p>Employees, pupils, visitors</p> <p>Exposure to coronavirus (SARS-CoV-2), Transmission of COVID-19, illness death.</p>	<p>Informing school:</p> <ul style="list-style-type: none"> 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. Employees/ parents/ carers have been informed that they/ pupils must not attend school if they have symptoms of COVID-19 and must self-isolate. <p>Staff/pupils exhibiting symptoms</p> <ul style="list-style-type: none"> Staff look out for signs of pupils exhibiting symptoms of COVID-19. Staff are extra vigilant with pupils with cognitive impairments and look for signs such as delirium which may indicate infection If a member of staff develops symptoms whilst at school, action taken and return to work is in accordance with '<i>Guidance for Education and Childcare Settings in the Management of COVID-19</i>' flowchart. If a visitor develops symptoms whilst at school, they inform a member of SLT and leave site immediately to self-isolate and HPT/ Public Health are informed. If a pupil develops symptoms whilst at school, action taken and return to school is in accordance with '<i>Guidance for Education</i> 	<ul style="list-style-type: none"> All relevant staff are made aware of the '<i>Guidance for Education and Childcare Settings in the Management of COVID-19</i>' flowchart which is followed in the event of a suspected/confirmed case of COVID-19. <p>In addition: -</p> <ul style="list-style-type: none"> Employees to be made aware of and follow the '<i>Guidance for Education and Childcare Settings in the Management of COVID-19</i>' flowchart. If they have been exhibiting symptoms of COVID-19. All staff to display this poster in class. A reminder <p>Parents/carers to be informed of the return to school arrangements for pupils.</p> <ul style="list-style-type: none"> 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). Head teacher to complete HSB11 COVID 19 Investigation Form if an employee confirms that they are COVID 19 positive and have not worked solely at home for the previous 14 days 	<p>SLT</p> <p>All staff</p> <p>SLT</p> <p>Head teacher</p>	<p>Ongoing</p> <p>14.9.20</p> <p>Ongoing</p> <p>Ongoing</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)		<p><i>and Childcare Settings in the Management of COVID-19</i> flowchart</p> <ul style="list-style-type: none"> Staff with symptoms are requested to arrange at COVID-19 test via https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested#arrange-a-test-if-youre-an-essential-worker If a pupil develops symptoms whilst at school: - <p><u>Isolation on school premises.</u></p> <ul style="list-style-type: none"> 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. If it is not possible to isolate the pupil, they are moved to an area at least 2m away from other people. Isolation room has minimal furniture which is readily cleanable. 	<p>HSB 11 form to be sent to the H&S team within 5 working days.</p> <p>H&S Officer to report cases to the HSE where applicable in line with HSE's RIDDOR reporting criteria.</p> <ul style="list-style-type: none"> Supplies of home testing kits are replenished if required. Employees to be made aware of and follow the HR return to work (school) procedure if they have been exhibiting symptoms of COVID-19. Parents/carers to be informed of this for pupils. This will be communicated in a parental letter prior to the children returning to school. 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). DHT office has been made into a quarantine room. There is a sign on the door. All relevant PPE 	<p>Head teacher</p> <p>Occupational Health/ Health and Safety team</p> <p>SLT/first aider</p>	<p>Prior to 7.9.20</p> <p>June 2020 and ongoing</p>	<p>✓</p> <p>✓</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"> - Parents/carers are contacted to collect their child as soon as possible or 999/111 are contacted if required. - Pupil self-isolates for at least 7 days from the onset of symptoms and follows the HR return to school procedure for employees. • 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. <p>Home testing kits</p> <ul style="list-style-type: none"> • Home testing kit is offered to employee or parent/carer of pupil who develops symptoms on site where it is believed that providing one will increase the likelihood of testing. <p>Otherwise they are advised to arrange for COVID-19 testing via www.nhs.uk/coronavirus or by phoning 119, and to inform the school of the results.</p> <ul style="list-style-type: none"> • 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 <p>Supporting a symptomatic pupil:</p>	<p>equipment can be found in the room. There will be an alert system in place so a first aider can accompany the pupil to the room. The adult will need to wear PPE and ask the office to inform the child's parents, requesting that the child is collected as soon as possible.</p> <ul style="list-style-type: none"> • PPE with visor must be worn until the child has been picked up. <p>This will be the disabled toilet next to the DH room. Male staff would need to be told if this occur.</p> <ul style="list-style-type: none"> • PPE with visor must be worn until the child has been picked up. • A daily register is kept of each (group/class) including all staff/external staff who have been working with them. 	<p>HT/SLT/1st aider</p> <p>staff</p>	<p>Ongoing</p> <p>ongoing</p> <p>ongoing</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>thoroughly as normal with usual cleaning products.</p> <ul style="list-style-type: none"> • All surfaces that the symptomatic person has come into contact are cleaned and disinfected, including: <ul style="list-style-type: none"> – objects which are visibly contaminated with body fluids. – all potentially contaminated high-contact areas such as toilets, door handles, telephones, grab-rails in corridors and stairwells. • If an area where a symptomatic person has been cannot be immediately cleaned, it is taken out of use until it can be cleaned. • PPE (single use gloves, single use apron, fluid resistant face mask and eye protection) is worn when cleaning an area that has been heavily contaminated with bodily fluids from a person with COVID-19 symptoms, otherwise a minimum of single use gloves and apron are worn during cleaning an area(s) where a person with COVID-19 symptoms has been. • Disposable cloths or paper roll and disposable mop heads are used to clean all hard surfaces, floors, chairs, door handles and sanitary fitting using either: <ul style="list-style-type: none"> – a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine <p>or</p>	<p>you are using a suitable disinfectant at the correct dilution.</p> <ul style="list-style-type: none"> • Designate a safe and secure holding area for potentially contaminated waste and ensure all staff are aware of this. Contaminated waste to be held in the locked room next to the DHT office. 	<p>Cleaning staff</p>	<p>Ongoing</p> <p>Ongoing</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
8. Household members – suspected/confirmed cases of COVID-19	Employees, pupils, visitors Exposure to coronavirus (SARS-CoV-2), Transmission of COVID-19, illness death.	Other household members (not pupils/staff) exhibiting symptoms: <ul style="list-style-type: none"> If a member of any staff/ pupils' household develops symptoms of COVID-19, they follow government guidance 	<ul style="list-style-type: none"> It has been communicated with parents that if anyone in a household exhibits symptoms or tests positive for COVID-a9, school must be informed ASAP If a member of staff/ pupil's household member action is in accordance with '<i>Guidance for Education and Childcare Settings in the Management of COVID-19</i>' flowchart. 	HT	7.9.20	
10. NHS Test and Trace	Employees, pupils, visitors Exposure to coronavirus (SARS-CoV-2), Transmission of COVID-19, illness death.	<ul style="list-style-type: none"> All staff have been made aware and follow the NHS Test and Trace guidance where necessary at: https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works Staff and parents/carers have been advised that they must inform the school if they test positive for COVID-19. 	<ul style="list-style-type: none"> Employees to inform their manager if they have been asked to self-isolate by the NHS Test and Trace service. 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. 	Staff HT		
11. Incorrect use of/lack of PPE.	Employees, pupils, visitors	<ul style="list-style-type: none"> Stock of the following PPE: - <ul style="list-style-type: none"> Disposable aprons Disposable gloves 	<ul style="list-style-type: none"> For other situations, e.g. working in prolonged close contact with pupils whose 	Head teacher/	Ongoing	

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
	Exposure to coronavirus (SARS-CoV-2), Transmission of COVID-19, illness death.	<ul style="list-style-type: none"> - Fluid resistant face mask - Eye protection (goggles or visor) is available for staff for use when: - - supporting a pupil displaying symptoms of COVID-19 until they are taken home/to hospital - for first aid purposes (see section 14) - where this is already routinely required (not associated with COVID-19) when supporting a pupil. - if required when supporting a pupil as determined by an individual risk assessment - 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). ▪ PPE is also available through Corporate Procurement via www.gateshead.gov.uk/PPE. • School informs Andrea Tickner on 0191 433 5995 or andreatickner@gateshead.gov.uk if additional PPE stock is required and cannot be procured. • Staff are hydrated, tie hair back and remove jewellery (no stoned rings, watch, bracelets etc.) before putting on PPE. • Good hand hygiene is practiced and extended to exposed forearms after removing any element of PPE. 	<p>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 visor/ and or 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.</p> <ul style="list-style-type: none"> • In the event of disruption to supply of PPE/RPE prioritisation will be given to services based on clinical need. • All staff to be made aware of what PPE is to be worn and when. • Posters showing how to put on and take off PPE are displayed. https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/91131/1/PHE_Putting_on_PPE_Standard_infection_control_procedures.pdf https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/91131/2/PHE_Taking_off_PPE_standard_infection_control_procedures.pdf 	<p>Public Health</p> <p>Corporate Procurement</p> <p>SLT</p> <p>All staff</p> <p>SLT</p>	<p>By June 2020</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
11. Incorrect use of/lack of PPE (continued).		<ul style="list-style-type: none"> • Face mask is replaced if it is soiled or damaged. (moved from further action) • Used PPE is disposed of as normal waste where it has not been used for cleaning after a symptomatic person or when supporting a symptomatic person ▪ Where PPE has been used to support a symptomatic person/for cleaning after them it is: - <ul style="list-style-type: none"> – 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. 	<ul style="list-style-type: none"> • PPE is stored in a safe and accessible location. • Consideration is given to the provision of visors to staff where 2m social distancing is not viable or where this would provide reassurance to staff (not a substitute for any other control measures and where this would be appropriate to the pupils and school circumstances). • Staff need to ask JL or SLT for additional PPE if required. 	<p>Staff</p> <p>Staff</p>	<p>June 2020</p> <p>ongoing</p>	
12. Use of face coverings.	<p>Employees, pupils.</p> <p>Risk of self-contamination when taking off/removing face coverings, emotional effect on pupils, Exposure to coronavirus (SARS-CoV-2), Transmission of COVID-19, illness death.</p>	<ul style="list-style-type: none"> • Guidance in HSB 14 is followed regarding wearing, putting on/removing, storing and disposing of face coverings, and contingency supplies. • Any additional instruction/guidance on face coverings from Public Health/ Health Protection team in the event of local lockdown or at other times is followed. 	<ul style="list-style-type: none"> • All staff/parents/carers/pupils have been made aware of the arrangements in place for face coverings (refer to HSB 14) • Plastic bags to be available if pupils need to remove reusable face coverings on site. • If staff want to wear a face mask/visor during meetings this is okay to do. All staff should adhere to the 2m distancing with other adults. 	Employees / Head teacher	7.9.20	

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
13. 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"> Use of vehicles for work purposes is minimised to essential travel only. If a joint visit is being carried out by staff separate vehicles are used where possible to enable social distancing. If there is more than 1 person in the vehicle: <ul style="list-style-type: none"> They try not to face each other. They observe social distancing as much as possible in the vehicle. Journeys are planned to take the shortest time so that time in the vehicle is reduced. Vehicle windows are opened to allow ventilation where possible and if safe to do so. Seats are cordoned off within school transport vehicles as necessary to maintain social distancing. <p>External providers</p> <ul style="list-style-type: none"> 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. COVID-19 risk assessment is requested from all external transport providers (in 	<ul style="list-style-type: none"> If vehicles are being shared, all staff are aware of and follow HSB 03 'Road Vehicle Occupancy Restrictions.' Arrangements are in place to ensure cleaning of vehicles takes place between users. A supply of hand sanitiser (at least 60% alcohol) to be carried in all vehicles to enable employees/pupils to sanitise their hands regularly. Employees/parents/carers to be made aware of the guidance on the use of public transport https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers and have been encouraged to walk/cycle/use other forms of transport. Consideration is given to using/reinstating 'walking buses.' (Contact Gillian Cook – 433 3107 or Emma Allan on 433 3103 for further advice). Working arrangements are flexible to enable staff to avoid public transport use wherever 	<p>Head teacher/ Staff</p> <p>Head teacher/ SLT</p> <p>SLT</p> <p>Head teacher</p> <p>Head teacher</p> <p>HB to receive this from</p>	ongoing	

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>addition to other documentation required).</p> <p>Dedicated school transport including statutory provision:</p> <ul style="list-style-type: none"> • Pupils are grouped together on transport in the same groups as within school wherever possible • Pupils sanitise hands on boarding and alighting. • Vehicles are cleaned more frequently. • Queuing and boarding is arranged to allow for distancing as much as possible • 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. 	<p>possible, or where this is not possible to avoid using it at peak times.</p> <ul style="list-style-type: none"> • Concerns regarding external contracted travel providers to be raised with Joanne Waters (433 2498) or Brian Armstrong (4337426). • 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) 	<p>Howard Snaith</p> <p>Head teacher</p> <p>Traffic Planning Team/ Head teacher</p>		
14. Home visits	<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"> • Only essential visits are made. • Staff knock at the door and step back at least 2m to maintain social distancing. • Phone calls are made instead of visits wherever possible. • Social distancing is maintained at all times and staff do not enter pupil's homes. 	<ul style="list-style-type: none"> • H&S officer to be contacted if there is a need to carry out visits which may involve entering a pupil's home, before these are carried out. 	Head teacher		
15. Educational visits	Pupils, staff, members of the public.	<ul style="list-style-type: none"> • Current government guidance on whether trips organised by educational settings should take place is followed: https://www.gov.uk/government/publications/coronavirus-covid-19-travel-advice-for-educational- 	<ul style="list-style-type: none"> • Specific risk assessment to be carried out for each visit and Evolve used to record visits as necessary. 	Staff/ EVC/Head teacher		

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
	Exposure to coronavirus (SARS-CoV-2), Transmission of COVID-19, illness death.	<p>settings/coronavirus-travel-guidance-for-educational-settings.</p> <ul style="list-style-type: none"> • Discussion with H&S team takes place before planning/arranging any Level 1/Level 2 school visits. • Public transport is not used for outings at this time except where required as part of travel training for SEND pupils • Where public transport is used consideration is given to the additional risks involved and government guidance is followed. https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers. • Supervision ratios are adequate, and pupils are kept in the same groups as within school. • 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. 	<ul style="list-style-type: none"> • 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. • Consideration to be given to gaining parental consent for all offsite visits at this time • Refer to EV-RA-26 'Off site activities' and school COVID-19 risk assessment. <p>No visits or use of transport will be required in the first instance. This will be revised when it is deemed safe to attend educational visits, swimming, sporting and musical events.</p> <p>A reminder that this is still in place. Thank you</p>	<p>Staff</p> <p>Head teacher</p> <p>Staff</p> <p>Staff</p>	<p>NA at present</p>	
16. Staff/pupils travelling overseas/returning from overseas travel	Employees, pupils, visitors	<ul style="list-style-type: none"> • Staff follow the latest FCO travel advice when travelling/returning from overseas (https://www.gov.uk/foreign-travel). 	<ul style="list-style-type: none"> • Parents/carers are requested to follow FCO travel advice when travelling overseas (https://www.gov.uk/foreign- 	Head teacher/ SLT/ Parents	ongoing	

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
	Exposure to coronavirus (SARS-CoV-2), Transmission of COVID-19, illness death.	<ul style="list-style-type: none"> Staff self-isolate for 14 days on their return from a country that is not on the travel corridor list (https://www.gov.uk/guidance/coronavirus-covid-19-travel-corridors) 	<ul style="list-style-type: none"> travel).and quarantine requirements when returning (https://www.gov.uk/guidance/coronavirus-covid-19-travel-corridors). Parents have received communication that they must inform school if there have been any overseas visits including dates travelled to and from. Quarantine requirements must be carried out prior to the return to school. 			
17. Lack of communication/information.	<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"> EducationGateshead provide daily COVID-19 related bulletins and information on updated guidance. Education Gateshead have regular contact with Public Health re: ongoing guidance and advice which is fed back to schools. Staff have been briefed on Public Health England hand hygiene and general good hygiene practices- Parents/carers of pupils attending school are kept informed of changes to school procedures and expectations during COVID-19. School requirements and arrangements whilst on site are clearly explained to all visitors on arrival. All staff (including new/temporary staff) receive any appropriate training as necessary. 	<ul style="list-style-type: none"> Inform the Health Protection Team on 0300 303 8596 (option 1) 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. Contact Moira Richardson (Gateshead Council Public Health team) on 0191 433 3034 or moirarichardson@gateshead.gov.uk or Emma Gibson on 433 2845 or emmagibson@gateshead.gov.uk for any public health queries/concerns relating to self-isolation, COVID-19 symptomatic individuals etc.. Information, school COVID-19 procedures and roles/responsibilities to be clearly communicated with all 	SLT	Ongoing	
				SLT		
				Head teacher		

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
17. Lack of communication/information (continued)		<ul style="list-style-type: none"> Risk assessments and method statements for non-Council contractors working on site are checked before work commences to ensure adequate COVID-19 working arrangements are in place. School communicates and co-ordinates with other building users regarding COVID-19. 	<p>staff so they are aware of what they need to do and how they need to do it.</p> <ul style="list-style-type: none"> Communicate with any contractors (e.g. Facilities Management, catering staff, cleaning staff, suppliers etc. to ensure they are aware of the arrangements to follow on site). Head teacher to keep up to date with daily information bulletin from EducationGateshead and action advice accordingly. Essential COVID-19 related information has been communicated with parents/carers (see Appendix 1): - Parents/carers have been informed: - <ul style="list-style-type: none"> That their child must only attend one setting wherever possible. To ensure that their child does not bring any toys/items from home. To ensure that only 1 parent/carer attends school if the pupil needs accompanying. Not to gather whilst on school premises and to maintain social distancing at all times. Not to enter the site without a pre-arranged appointment and to 	<p>Head teacher</p> <p>Head teacher</p> <p>Head teacher</p> <p>Head teacher</p>	<p>June onwards and ongoing</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>follow school procedures whilst on site.</p> <ul style="list-style-type: none"> - Not to enter the setting if they are displaying any symptoms of COVID-19. - 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 considerately outside school and maintain social distancing at all times including staying in their vehicle until their pupil's allotted pick up/drop off time. - Government transport recommendations. - To inform the school if their child/anyone in the household has symptoms of COVID-19. - Any additional school procedures they need to follow. - Parents/carers are kept informed of any changes to procedures/ school concerns regarding parent/carer behaviour. - This week Parents/carers have been informed of changes made to pick up/drop off, uniform changes in conjunction with PE and also a letter saying how well the children have come back into school. - The parents have been informed for the need for children to go straight home and not allow them to play and mix within Crawcrook Park. 			

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"> Head teacher to update Steve Horne or Link Inspector if there are concerns or issues that cannot be addressed. 			
18. Staff absence/ School opening no longer viable due to inadequate staff.	<p>Employees, pupils</p> <p>Reduced staff: pupil ratio, inadequate supervision, extra pressure on existing staff/ families, school unable to safely operate.</p>	<ul style="list-style-type: none"> Head teacher liaises with Steve Horne/Link Inspector if there are issues with staff absence. 	<ul style="list-style-type: none"> Where adequate staffing levels cannot be maintained, all/ part of school provision is closed as necessary. 	Head teacher.		
19. Inadequate first aid arrangements	<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"> First aid risk assessment has been reviewed in line with current operations and available first aiders. Consideration is given to not including clinically vulnerable or clinically extremely vulnerable in first aid duties. First aid certificates that expired from 16th March 2020 have been extended up to 30th September 2020. 	<ul style="list-style-type: none"> First aiders whose certificates are currently being extended are to attend face to face training as soon as possible Staff completed first aid face to face training in June. Up to date list of first aid trained staff is available in the office. All staff are aware of those that are trained 	<p>Head teacher</p> <p>SLT/staff</p> <p>SLT</p>	June 2020	

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"> First aiders wash their hands before and immediately after administering first aid and undertaking medical procedures. 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. Any waste generated including PPE from first aid provision is double bagged and binned. 	<ul style="list-style-type: none"> PPE is available in each bubble. SLT/JL know where more is kept. Any waster needs to be disposed of in locked cupboard next to the COVID 1st Aid room. 	<p>Staff</p> <p>All staff</p>	<p>Ongoing</p> <p>Ongoing</p>	
20. 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"> Staff liaise with H&S team if assistance is required. All staff are aware of how to evacuate from their designated group areas) in the event of the fire alarm sounding. 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. 	<ul style="list-style-type: none"> Ensure equipment and services including gas equipment, fire safety related equipment, water hygiene testing and lifting equipment have been inspected/tested as necessary. Liaise with Facilities Management regarding outstanding inspections/cyclical maintenance. 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 	<p>Head teacher/ site manager</p> <p>Site manager</p> <p>Site manager</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</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. Alcohol based hand sanitiser	Employees, pupils, visitors Exposure to fire, burns, scalds, smoke inhalation etc.	<ul style="list-style-type: none"> Sanitiser dispensers are stored away from heat sources, sources of ignition and out of direct sunlight. Fire risk assessment specific review 'HSB15 'Storage and use of alcohol based hand sanitiser is in place regarding fire safety risks. 	<ul style="list-style-type: none"> Employees have been advised to let their hands dry and the vapours disperse before the following: <ul style="list-style-type: none"> Smoking or being near a naked flame (e.g. match / lighter). Using an electrical switch or item of electrical equipment, including an electrically powered medical device; Using oxygen or a medical device involving oxygen; Handling a pupil or clothing if the pupil is receiving oxygen Employees and pupils asked to report any issues with hand irritation. Advice sought from Occupational Health (for employees)/School Nursing Team (for pupils) if required. 	SLT	Ongoing	
22. Deliveries into school	Employees, pupils, contractors Exposure to coronavirus (SARS-CoV-2), Transmission of COVID-19, illness death, illness death, collision with vehicle.	<ul style="list-style-type: none"> Only essential items are ordered. Personal non-work-related items are not delivered to school. Staff wash their hands before and after handling deliveries. Wherever possible delivery drivers do not enter the school building. Wherever possible deliveries are sanitised prior to use, or stored in a secure location for 72 hours before use. 	<ul style="list-style-type: none"> Review timings of deliveries involving vehicles in line with new operating hours and use of alternative entrances/exits. Staff not to order anything to be delivered to school. Speak to suppliers prior to delivery to advise them of revised delivery arrangements and expectations on school premises. Consider using non-contact deliveries wherever possible. 	Site manager/ SLT All staff Office staff SLT	Ongoing Ongoing Ongoing Ongoing	

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

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"> Support and information available from/provided by Education Support Team to help support pupils. Flexible working practices are implemented as much as possible to promote good work/life balance for employees. 	<p>arrangements for returning to school in September.</p> <ul style="list-style-type: none"> HS-61 Employee specific work-related stress risk assessment' is carried out with members of staff where appropriate. Staff are aware of and use the support available for pupil's in 'Worried or Anxious Children and Young People: Information and Resources for Schools and Parents.' 	Head teacher		
<p>25. Aerosol generating procedures (AGPs)</p> <p>https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/886668/COVID-19_Infection_prevention_and_control_guidance_complete.pdf</p>	<p>Employees, pupils, visitors.</p> <p>Transmission of COVID-19, illness death.</p>	<ul style="list-style-type: none"> Identify and document all AGPs which are being undertaken. Each AGP is risk assessed and the procedure is documented. Staff who carry out any aerosol generating procedure(s) are fully trained in the procedure(s). The medical contact for the procedure is consulted if there are concerns around aerosol generating procedures. All PPE used for aerosol generating procedures is disposed of as clinical waste. Clinically vulnerable employees do not carry out aerosol generating procedures. 	<ul style="list-style-type: none"> If you are not sure whether a procedure is classed as an aerosol generating procedure confirm with the nominated medical contact for the procedure. The following PPE is worn when undertaking AGPs Single use long sleeved gown/coveralls Single use FFP face mask (minimum of FFP3 standard) Single use disposable gloves Eye protection (full face shield or visor – single use or decontaminated between use) All staff carrying out aerosol generating procedures receive 	<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"> Staff wash their hands before and after carrying out AGPs. 	<p>a face mask face fit test from a competent person.</p> <ul style="list-style-type: none"> Ensure all staff who carry out AGPs are: - fully trained in the procedures aware of what PPE to wear when carrying out these procedures have completed the following training <p>https://www.youtube.com/watch?v=kKz_vNGsNhc&feature=youtu.be</p> <p>https://www.youtube.com/watch?v=oUo5O1JmLH0&feature=youtu.be</p> <p>Keep a record of this training.</p> <ul style="list-style-type: none"> 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: - If wearing gowns use these posters: - <p>https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/879103/PHE_COVID-19_Donning_quick_guide_gown_version.pdf</p> <p>https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/879098/PHE_COVID-19_Donning_gown_version.pdf</p>	<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
			<ul style="list-style-type: none"> If wearing coveralls use these posters: - https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/879101/PHE_Donning_coveralls_guidance_instruction_sheet.pdf https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/879104/PHE_COVID-19_Doffing_quick_guide_gown_version.pdf A stock of PPE is available for use at all times. PPE can be ordered through www.gateshead.gov.uk/PPE or your own supplier. If there are concerns about supply contact Corporate Procurement BAME staff do not undertake aerosol generating procedures. When aerosol generating procedures are taking place BAME staff leave the area for at least 20 minutes after the AGP has been carried out. If BAME staff have to be in an area where AGPs are being carried out they should wear an 	<p>SLT</p> <p>SLT</p> <p>Head teacher</p> <p>Staff</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
			FFP3 face mask for at least 20 minutes.			
26 Practical classes and activities		<p>(The following are in addition to the relevant control measures in the above sections).</p> <p>Science and DT</p> <ul style="list-style-type: none"> Practical science and DT activities are carried out in accordance with CLEAPSS guidance. http://science.cleapss.org.uk/resources/resource-search.aspx?search=COVID-19 http://dt.cleapss.org.uk/Resources/All/?search=covid+19 <p>Music, dance and drama</p> <ul style="list-style-type: none"> H&S team is consulted before planning any performances in front of a live audience. Playing instruments/singing takes place outside wherever possible. Larger rooms with high ceilings and good ventilation are used for playing music/singing in a group wherever possible. Number of participants in lessons/activities is determined by space available – at least 2m social distancing between each person. Participants are encouraged not to sing/shout loudly and microphones are used where prolonged loud voice/shouting would be required. 				

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"> Physical correction and contact does not take place, to maintain social distancing. Pupils are allocated their own musical instruments where these are in contact with the mouth - these are labelled and are not shared. Teachers do not clean pupil's personal musical instruments and shared instruments are cleaned by the individuals playing them wherever possible. Singing, wind and brass playing does not take place in larger groups, choirs and ensembles unless significant space, ventilation of 10l/s/person for all present and strict social distancing is maintained. <p>PE and sporting activities</p> <ul style="list-style-type: none"> Communal changing rooms are not in use at this time until guidance changes Contact sports do not take place at this time including during extra-curricular activities (skills or non-contact elements of these sports may still be carried in accordance with the risk assessment). Outdoor sports are prioritised over indoor sports wherever possible. 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 	<ul style="list-style-type: none"> Wearing of school uniform to be relaxed as appropriate to enable PE and sporting activities to safely take place without the need for changing. Each KS has two days when they come in PE kit: Monday/Thursday – KS1 Tuesday/Friday – KS2 This will also enable parents to wash kits and uniforms for the children to wear. 			

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.
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- 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.