Infectious Diseases Risk Assessment – Emmaville Primary School

Service and location	Work activity:	Date of assessment	Review Date
CAF XXXXXXXXX	School operations	02.07.20	Ongoing October 2021
Name of Assessor and position	**Approved by (Service Manager)**	**Consultation**	**Reference Number**
Heather Taylor (H&S Officer)	Steve Horne/Avril Armstrong	Caroline O'Neill/ Steve Horne/Procurement/Public Health/HR/Unions (NEU, Unison, NASUWT, GMB, NAHT, Unite, Voice the Union, ASCL).	

This risk assessment must be regularly reviewed and updated as necessary. 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 relevant risk assessments.**

For the purposes of this risk assessment children and young people are referred to as pupils, and employees include volunteers.

This version has been reviewed taking into account current national guidance.

In the event of an outbreak, Public health/HPT advice and the setting's outbreak control plan must be followed.

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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. Contact between individuals	Employees, pupils, visitors, contractors, family members. Exposure to coronavirus (SARS-CoV-2), Transmission of COVID-19, illness death.	**Working from home** • Working from home arrangements are in accordance with the **COVID-19 status document**. **Visitors** • Visitors to the setting are in accordance with the **COVID-19 status document.** **Social distancing** • Social distancing arrangements are in accordance with the **COVID-19 status document**, or an individual's own risk assessment where one is in place (see section 1). **Face to face meetings/events and training** • Face to face meetings/events and training are in accordance with the **COVID-19 status document**.	The Covid-19 Status document can be found in Appendix 5 at the back of this risk assessment	All staff	Ongoing	✓ ✓ ✓ ✓
2. Vulnerable employees and pupils	Vulnerable employees Exposure to and spread of coronavirus. Increased risk of contracting COVID-19/ and/or increased risk of serious illness/ death	• Current HR/OH/Public Health advice is followed if guidance changes for those classed as/ living with someone who is clinically vulnerable/clinically extremely vulnerable. • Employees asked to update head teacher if they develop any conditions which would put them in a clinically vulnerable/extremely vulnerable category or any medical or Occupational Health advice given to them in relation to COVID-19 and appropriate action is taken. **Vulnerable employees** • Vulnerable employees have been identified following guidance in CSG-HS-15 'Vulnerable Employee Risk Assessment' https://intranet.gateshead.gov.uk/media/20161/CSG-RA-15-Clinically-Vulnerable-Employee-Risk-Assessment/doc/CSG-RA-15_Clinically_Vulnerable_Employee_Risk_Assessment.docx?m=637286716255130000. and a risk assessment is completed and reviewed in accordance with the guidance. Copies in HT Covid file in HT office.	Clinically extremely vulnerable employee risk assessments were reviewed 9.21 considering any changes in guidance or personal circumstances	HB/AA	9/21	✓

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2. Vulnerable employees and pupils		• Vulnerable employees (including pregnant employees attend the workplace in accordance with their individual risk assessment and the **COVID-19 status document**. • Where required, referrals for vulnerable employees are made to Occupational Health. **Vulnerable pupils** • Parents/carers have been asked to update the school if their child develops any additional medical conditions and advise if they are considered to be clinically vulnerable/extremely vulnerable. Staff liaise with parents/carers and follow any additional medical advice for clinically extremely vulnerable pupils and undertake an individual risk assessment**.**	No pupils at present time in this category.			✓
3. Suspected/ confirmed/ asymptomatic cases of COVID-19 Symptoms currently identified as:	Employees, pupils, visitors, contractors, family members. Exposure to coronavirus (SARS-CoV-2), Transmission of	**Informing school:** • Parents/carers have been asked to inform the school if their child is exhibiting symptoms of COVID-19/has tested positive for COVID-19 whilst not in school. • Employees/ parents/ carers have been informed that they/ pupils must **not** attend school/ board transport to school and must self-isolate if they: - have symptoms of COVID-19. - have a positive PCR test result.				

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– 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 where the person usually has a cough) – loss of, or change in taste or smell	COVID-19, illness death.	- have a positive LFD test and are awaiting a PCR test result following the LFD test - have been asked to self-isolate by NHS Test and Trace or the NHS COVID-19 app - are required to self-isolate as a close contact/on return from travel/ for any other purpose. **Other notifications** • School/setting informs Gateshead Council Public Health team of **positive cases confirmed by PCR test** via the online reporting tool www.gateshead.gov.uk/covid19schoolschildcare • Head teacher completes an HSB11 COVID 19 Investigation Form if an employee confirms that they have a positive PCR test and have not worked solely at home for the previous 7 days. – H&S team report cases to the HSE where applicable in line with HSE's RIDDOR reporting criteria. • School/setting informs visiting workers if they believe they are/may be a close contact of a positive case confirmed by PCR test and advises them to get a PCR test if they have been a close contact (this is to ensure they are made aware in the event of not being picked up as a close contact by Test and Trace). **Asymptomatic testing (lateral flow device (LFD) testing)** • LFD testing is carried out in accordance with the **COVID-19 status document**, 'Asymptomatic testing Using Lateral Flow Devices (LFD)' risk assessment hyperlink and for secondary school/ secondary specialist settings also in accordance with 'Asymptomatic Testing Sites Lateral Flow Devices (LFD)' risk assessment hyperlink. **Staff/pupils exhibiting symptoms**	Staff are provided with lateral flow tests and encouraged to take twice weekly.	Head teacher All staff	When necessary Ongoing	✓

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3. Suspected/ confirmed/ asymptomatic cases of COVID-19 (continued)		• Staff are vigilant for signs of pupils exhibiting symptoms of COVID-19 and 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, SLT are informed and they leave site immediately to self-isolate. Return to work is in accordance with HR guidance in *https://intranet.gateshead.gov.uk/article/15052/HR-Coronavirus-advice*. • If a **visitor** develops symptoms whilst at school they inform a member of SLT/office staff and leave site immediately to self-isolate. • If a **pupil develops symptoms** whilst at school, the pupil is isolated and leaves site as soon as possible to self-isolate. Parents/carers are advised that the pupil has a PCR test and if positive they follow self-isolation guidance at https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/ **Isolation on school premises.** • Pupil is self-isolated in a designated room behind a closed door, with a window open (where possible), minimal furniture which is readily cleanable 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. • Symptomatic staff/pupils use a separate toilet if this is needed before leaving the premises. This room is cleaned and disinfected before being used by anyone else. **Supporting a symptomatic pupil:**	This is in small office (next to male toilets) Checked that it is kept clean and free of clutter. This would be the male toilet. (KS and BE would be informed if this occurred)	All staff Visitors Staff	Ongoing Ongoing When needed	✓ ✓ ✓

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3 Suspected/ confirmed/ asymptomatic cases of COVID-19 (continued).		• Social distancing is maintained wherever possible however if staff are required to be within 2m of the pupil they wear PPE in accordance with the table in Appendix 2. • 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. • Staff are advised to ensure that wherever possible after providing close care to a pupil exhibiting symptoms of COVID-19 their work clothing is: - - Changed after providing care and transported home in a tied plastic bag. - Laundered in a load not more than half the machine capacity. - Not shaken before washing. - Washed at the maximum temperature the fabric can tolerate. **Home PCR testing kits** • Home PCR 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 PCR testing. • Supplies of home PCR testing kits are replenished if required. (Replacement test kits can be ordered at https://request-testing.test-for-coronavirus.service.gov.uk/) **Transporting a pupil with COVID-19 symptoms/ who has tested positive on site where onsite testing is taking place.** • Pupils are collected by parents/carers wherever possible. • Where parents/carers cannot collect and home to school transport arrangements are in place, staff liaise with the Travel Care team to arrange collection for the pupil.		Staff	When needed	✓

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3. Suspected/ confirmed/ asymptomatic cases of COVID-19 (continued).		• As a last resort and only in exceptional circumstances, where the pupil has to be taken home by a member of staff: - - Where possible use a vehicle with a bulkhead or partition that separates the driver and escort from the pupil, or a minibus. - Driver and escort to maintain at least 2m distance from the pupil and where possible from each other - Driver and escort to wear a fluid repellent face mask (minimum Type IIR standard) and pupil to also wear a face mask (Type IIR standard) if they are old enough and able to. **Cleaning areas where a symptomatic person or person who has tested positive for COVID-19 has been:** • Clear documented procedures are in place with regard to cleaning for: 1. An area(s) where there has been a symptomatic person present. 2. When a person has developed symptoms off site but has been in school. 3. When a person has tested positive. • |f an area where a symptomatic person has been cannot be immediately cleaned, it is taken out of use until it can be cleaned. • Building Cleaning provider/Area Supervisor is notified as soon as possible to inform them if there has been a symptomatic or confirmed case of COVID-19 on site. • Public areas where a symptomatic person has passed through and spent minimal time (e.g. corridors) and are not visibly contaminated with body fluids are cleaned thoroughly as normal with usual cleaning products. • All surfaces that the symptomatic person has come into contact are cleaned and disinfected, including: – objects which are visibly contaminated with body fluids.	To inform all staff and cleaning staff if there has been a symptomatic person who has then tested positive for Covid.	staff Staff and cleaning staff	When needed When needed	✓ ✓

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3. Suspected/ confirmed/ asymptomatic cases of COVID-19 (continued).		– all potentially contaminated high-contact areas such as toilets, door handles, telephones, grab-rails in corridors and stairwells. • PPE for cleaning areas where there has been a suspected/confirmed case of COVID-19 is worn in accordance with the PPE table in Appendix 2. • 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: - • a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine **or** • a household detergent followed by disinfection (1000 ppm av.cl.). **or** • A disinfectant that is effective against enveloped viruses. • Creating splashes and spray is avoided when cleaning. • Cloths and mop heads used are disposed of as single use items. • When items cannot be cleaned using detergents or laundered, for example, upholstered furniture and mattresses, steam cleaning should be used. • Any items that are heavily contaminated with body fluids and cannot be cleaned by washing are disposed of. **Waste from a symptomatic person/confirmed case:** • Waste from the person and from cleaning of areas where they have been (including disposable cloths and tissues) and used PPE is: - – Double bagged (placed in a plastic rubbish bag and tied then placed in a second bn bag and tied),	• Manufacturer's instructions for dilution, application and contact times for all detergents and disinfectants to be followed at all times • Ensure this is clearly displayed in the cleaning store and all relevant staff are made aware of this.	Cleaning staff	On going	✓

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		– Tagged with the date and time and stored in a secure area for at least 72 hours – Disposed of in the normal waste bin or clinical waste bin if there is a clinical waste contract in place.	**Contaminated waste to be held in the locked room next to the DHT office.**	All staff	On going	✓
4. COVID-19 outbreak	Employees, pupils, visitors, contractors, family members Exposure to coronavirus (SARS-CoV-2), Transmission of COVID-19, illness death	• **In the event of an outbreak Public Health advice and the setting's outbreak management plan will be followed.**		Head teacher	When needed	✓
5. Inadequate ventilation	Employees, pupils, visitors, contractors, family members. Exposure to coronavirus	• School is kept well-ventilated whilst ensuring occupants are comfortable by following guidance in Appendix 3. • Checklist in Appendix 4 is completed for each occupied room and appropriate action taken where issues are identified.	• Appropriate action to be taken in line with guidance provided once CO_2 monitors	Head teacher/ H&S team/ HEHC	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
	(SARS-CoV-2), Transmission of COVID-19, illness death	• Additional use is made of on site outdoor learning spaces and open air structures. • Internal fire doors which need to be held open for ventilation purposes are fitted with a suitable British Standard hold open device which closes the door on activation of the fire alarm. (HSB 09 specific fire risk assessment review- https://intranet.gateshead.gov.uk/media/19597/HSB09-COVID-19-Specific-Fire-Risk-Assessment-review/pdf/COVID19SpecificFRAReview.pdf?m=637268719043830000)	are received and installed			
6. Poor personal hygiene practices. **(see section 3 for cleaning areas/equipment in contact with a symptomatic person**). 6. Poor personal hygiene practices. **(see section 3 for cleaning areas/equipment in contact with a symptomatic person**).	Employees, pupils, visitors, contractors, family members. Exposure to coronavirus (SARS-CoV-2), Transmission of COVID-19, illness death, skin irritation, dermatitis.	**General good hygiene practices: -** • Public Health England hand hygiene and general good hygiene practices are followed by employees including: - • Sneezing into tissues/elbow and binning them ('Catch it, bin it, kill it') • Avoiding touching face, eyes, nose or mouth. • Staff support/supervise pupils to follow the above guidance as much as possible. Games, repetition, class rules and posters are used as appropriate to encourage pupils to practise these habits. • Individual risk assessment is carried out for pupils who are unable to maintain respiratory hygiene (e.g. who spit uncontrollably or use saliva as a stimulant (see section 8). • Pedal operated lidded waste bins are provided where possible. • Visitors are asked to observe good hygiene practices including regular hand washing whilst in the building. **Hand washing** Employees follow good hand washing practices: -	• Parents and carers to be reminded of PHE good hygiene practices and asked to reinforce these with children at home.	All staff	On going	✓

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		• Washing/sanitising hands for at least 20 seconds on arrival in line with guidance on posters, before leaving, before and after eating after sneezing and coughing, after using the toilet and regularly throughout the day. • Thoroughly drying hands after washing • 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 where this can be safely and readily achieved**. Guidance in Appendix 4 is followed in relation to the use of hand sanitiser. • Laminated hand washing technique posters are displayed adjacent to all wash basins and laminated hand sanitiser technique posters are displayed adjacent to all hand sanitiser dispensers. • Cleaning supplies and hand sanitiser are available in each room as necessary including areas containing shared highly used equipment e.g., photocopiers, printers etc. • Staff are provided with their own hand sanitiser to be carried around with them where required. **Skin irritation** • Pump action moisturiser is provided for hands (no direct shared contact with cream) • Employees and pupils have been asked to report any issues with hand irritation. Employees routinely check pupils' hands. Advice is sought from Occupational Health (for employees)/ School Nursing Team (for pupils) or from medical practitioner if required and advice followed.	Please make sure that these are up in classrooms and toilets.	All staff	On going	✓

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. Alcohol based hand sanitiser	Employees, pupils, visitors, contractors. Ingestion, Exposure to fire, burns, scalds, smoke inhalation, etc. (see section 3 re: hand irritation)	• Hand sanitiser is not used as a substitute for hand washing where hand washing is practical and facilities are in a suitable location. • Hand sanitiser is a minimum of 60% alcohol and is used in accordance with Appendix 4. • Hand sanitiser is procured in suitable receptacles provided with their own hand sanitiser to be carried around with them where required. • Use of hand sanitiser is supervised as necessary, and it is stored in a safe and secure location when not in use. • Unsupervised dispensers (including wall mounted dispensers) are not used where there is a likelihood of ingestion of sanitiser/ wilful misuse by pupils. • Sanitiser dispensers are stored away from heat sources, sources of ignition and out of direct sunlight. • Alcohol based hand sanitiser is not used in rooms where there is already a risk of fire (e.g. science labs). • Stock to be stored in a locked fire-resistant cabinet where it cannot be accessed by pupils. • Employees have been advised to let their hands dry and the vapours disperse before the following: - – 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				
8. Cleaning practices	Employees, pupils, visitors, contractors, family members.	**Cleaning** • Cleaning of surfaces and equipment is in accordance with the **COVID-19 status document.**	• Identify areas where touching of surfaces can be reduced e.g. by holding	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	• Arrangements and a cleaning schedule are in place with assigned roles to ensure that additional cleaning is taking place as required. • Clear documented cleaning procedures are in place which include how to make up the cleaning chemical (in real terms not just dilution factor and contact time). • Cleaning procedures are clearly displayed in the cleaning store and all relevant staff are made aware of this • Manufacturer's instructions for dilution, application and contact times for all detergents and disinfectants are followed at all times • Work areas are kept clean and bins for tissues are emptied regularly throughout the day. • Areas are kept tidy and surfaces clear as much as possible to enable effective cleaning to be carried out. • Each occupied room is thoroughly cleaned at the end of each day. • Additional cleaning of nearby surfaces and equipment takes place where a pupil is known to spit and additional space allocated to that pupil wherever possible. • Suitable arrangements are in place for cleaning of specialist equipment.	doors open (fire doors are only held open in accordance with HSB 09)	Site manager	On going	✓
9. Shared/personal equipment	Employees, pupils, visitors, contractors, family members. Exposure to coronavirus (SARS-CoV-2),	**Shared/personal equipment: -** • Sharing of personal items is avoided wherever possible. • • Pupils provide their own water bottle/ their own labelled water bottle is provided for them. • Drinking fountains are not in use	All children have their own stationary in their own pencil case. Can be refilled Covers to remain on water machines.	Staff to organise Staff Site manager	9.21 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
9. Shared/personal equipment	Transmission of COVID-19, illness death	**Sharing of 'messy play' resources e.g. sand, water and use of playdough.** Pupils are closely supervised when using these resources and the following control measures are in place: - • Pupils wash hands before and after using these resources. • Equipment used with these resources is regularly cleaned. • Pupils are regularly reminded not to touch their face when using these resources. • Water and playdough are changed at least on a daily/sessional basis when groups change.	EYFS staff and Year 1 teachers to follow this.	EYFS and year 1 staff	ongoing	✓
10. Extra-curricular activities/clubs/ wrap around care provision. .	Employees, pupils, visitors, contractors, family members. Exposure to coronavirus (SARS-CoV-2), Transmission of COVID-19, illness death.	**Additional measures** • Extra-curricular activities/clubs/ wrap around care provision and sporting activities/competitions are held in accordance with the **COVID-19 status document** • Arrangements are in place to ensure appropriate cleaning of areas/equipment takes place as necessary after all extra-curricular activities. • A register is kept of all attendees and who is in which group. **External providers - additional measures** • Head teacher liaises with providers of extra-curricular activities/contracted wrap around care provision to ensure they have appropriate COVID-19 arrangements in place (including cleaning and transport 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. • External providers are aware to inform the school immediately if they/ any pupil is exhibiting symptoms of COVID-19 whilst on site and ASAP if they become symptomatic or test positive for COVID-19.	All staff to read this document (Appendix 5)	Staff 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
11. Working with SEND children	Employees, pupils, visitors, contractors, family members. Spitting, biting, contact with bodily fluids due to sensory issues. Exposure to coronavirus (SARS-CoV-2), Transmission of COVID-19, illness death.	• Pupils are supported as necessary to follow the school's COVID-19 arrangements. • Individual risk assessment and BSP is ~~r~~eviewed 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. • A designated suitable and safe area(s) for supporting pupils with behaviour de-escalation is kept available at all times. External support staff are made aware of its location. • PWTAG guidance on hydrotherapy pool water treatment to be fully adhered to, to ensure that treatment is effective on coronavirus (SARS-COV-2) and testing is carried out in accordance with EDU-GU-01 'School Hydrotherapy Pool Guidance'. Competent advice is sought on swimming pool treatment/testing if required.	Regular reminders of arrangements if and when required.	Staff working with SEND children	Staff	✓
12. Unsafe/ violent/ aggressive behaviour (e.g. intentional spitting, refusing to adhere to social distancing etc.).	Employees, pupils, visitors, contractors, family members. Exposure to coronavirus (SARS-CoV-2), Transmission of COVID-19, illness death.	• Behaviour policy includes COVID-19 expectations including no deliberate spitting/coughing. 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 intentional 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.	• COVID-19 behaviour policy is reviewed in line with current arrangements and communicated to pupils, parents/carers and employees .	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
13. Incorrect use of/lack of PPE. (face coverings are **not** PPE – see section 12 for face coverings).	Employees, pupils, visitors, contractors, family members. Exposure to coronavirus (SARS-CoV-2), Transmission of COVID-19, illness death.	• Stock of the following PPE: - – Disposable aprons – Disposable gloves – Fluid repellent face mask (minimum Type IIR standard) – Disposable or reusable eye protection (goggles or visor) is available for staff for use in accordance with the PPE table in Appendix 2. All staff have been made aware of what PPE is to be worn and when. • 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, visors 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. • All staff are visually trained in putting on (donning) and taking off (doffing) PPE and how to decontaminate eye protection using resources in HSB 16 'Guidance on the use of PPE.' Training records are kept. • 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/911311/PHE_Putting_on_PPE__Standard_infection_control_procedures.pdf https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/911312/PHE_Taking_off_PPE_standard_infection_control_procedures.pdf • PPE is stored in a safe and accessible location. • PPE is ordered through Corporate Procurement via www.gateshead.gov.uk/PPE to ensure it meets the relevant standards	All staff watched donning and doffing video as training. HB to put up posters in medical room and main office. In office next to locked cupboard.	All staff	By 24.9.21 On going	✓ ✓

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13. Incorrect use of/lack of PPE (continued).		• School informs Andrea Tickner on 0191 433 5995 or andreatickner@gateshead.gov.uk if additional PPE stock is required and cannot be procured/if there are issues with the fit/ concerns with PPE. In the event of disruption to supply of PPE/RPE prioritisation will be given to services based on clinical need. – Guidance in HSB 16 'Guidance on the use of PPE' is followed regarding wearing, putting on/removing, storing and disposing of PPE, and when to replace visors. • Used PPE is disposed of as normal waste where it **has no**t been used for cleaning after a symptomatic person or when supporting a symptomatic person • A stock of PPE is readily available to staff at all times-provided in each room/carried by staff to ensure it is readily available if they need it.				
14. Use of face coverings.	Employees, pupils, family members. Risk of self-contamination when taking off/removing face coverings, emotional effect on pupils, greater risk of droplet transmission if not worn. Exposure to coronavirus (SARS-CoV-2), Transmission of	• Face coverings are worn in accordance with the COVID-19 status document. • All staff /parents/carers/where appropriate pupils have been made aware of the arrangements in place for face coverings in HSB 14 'Face coverings in educational settings' • A contingency supply of face coverings is available for use by pupils/staff if they are required. • Plastic bags are available if pupils/visitors need to remove and store reusable face coverings on site. • Advice on how to put on, store and take off face coverings is displayed in the entrance/foyer where visitors sign in and is brought to the attention of all visitors as part of the visitor policy/procedures (see HSB14). • Staff and pupils have been advised to bring a spare face covering(s) in case their face covering becomes damp during the day.				

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	COVID-19, illness death.					
15. Practical classes and activities	Employees, pupils, visitors, contractors, family members. Exposure to coronavirus (SARS-CoV-2), Transmission of COVID-19, illness death	**(The following are in addition to the relevant control measures in the above sections).** **Science and DT, music and singing** • These activities are carried out in accordance with the **COVID-19 status document** **PE and sporting activities** PE and sporting activities are held in accordance with the **COVID-19 status document** and PE/sporting activities risk assessment.		All staff All staff	On going On going	✓ ✓
16. Use of transport 16. Use of transport	Employees, pupils, visitors, contractors, family members. Exposure to coronavirus (SARS-CoV-2), Transmission of COVID-19, illness death.	• **Car sharing and use of public transport is in accordance with the COVID-19 status document** **Use of setting vehicles (including use of shared car where necessary)** • Vehicle is well ventilated - windows are opened to allow ventilation where possible and if safe to do so. • Journeys are planned to take the shortest time so that time in the vehicle is reduced. • Vehicle is well-ventilated with windows open where possible and if safe to do so. • Use of face-to-face seating is avoided where possible • Pupils and staff sanitise hands before boarding and disembarking the vehicle. • Vehicle keys and areas of the vehicle that provide regular contact points are cleaned before and after use.				

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
		• A supply of hand sanitiser (at least 60% alcohol) is carried in all vehicles to enable employees/pupils to sanitise their hands regularly. • If a symptomatic person has been in the minibus it is taken out of use until it can be cleaned and disinfected. **Use of PPE and face coverings on setting vehicles** • Staff and pupils in Y7 or above wear a face covering when travelling in shared setting vehicles. • Stock of PPE is stored in a suitable receptacle and location on the vehicle where it can be kept clean and dry **External transport providers** • Travel Care Team have provided guidance to their external travel providers to ensure that suitable arrangements for managing COVID-19 are in place. Concerns re: external contracted travel providers to be raised with the Travel Team on x2498/7426) • COVID-19 risk assessment is requested from all external transport providers (in addition to other documentation required).	Have copies of the required paper work within the office	Staff carry this on buses HB/AA	When needed Annually reviewed	✓ ✓
17. Home visits	Employees, pupils. family members. Exposure to coronavirus (SARS-CoV-2), Transmission of COVID-19, illness death.	• Only essential visits are made. • Staff knock at the door and step back at least 2m to maintain social distancing. • Phone calls/virtual meetings are held instead of face to face visits wherever possible. • Social distancing is maintained at all times and staff do not enter pupil's homes.	• 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. • Risk assessment	Head teacher/ SLT	On going	✓

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
			and additional control measures to be implemented if home visits are deemed to be essential.	Head teacher		
18. Educational visits	Employees, pupils, contractors, members of the public, family members. Exposure to coronavirus (SARS-CoV-2), Transmission of COVID-19, illness death.	• Educational visits take place in accordance with the **COVID-19 current status document** and EDU-RA-26 'Off site activities risk assessment .		All staff when arranging visits	When needed	✓
19. Lack of communication/ information.	Employees, pupils, visitors, family members. Exposure to coronavirus (SARS-CoV-2), Transmission of COVID-19, illness death.	• **Staff have been briefed on Public Health England hand hygiene and general good hygiene practices.** • **Information, school COVID-19 procedures and roles/responsibilities are clearly communicated with all staff so they are aware of what they need to do and how they need to do it.** • **Parents/carers of pupils attending school are kept informed of changes to school procedures and expectations during COVID-19.** • **Gateshead Council Public Health team are contacted on 0191 433 3050 or www.gateshead.gov.uk/covid19schoolschildcare for any public health queries/concerns relating to COVID-19.**	New information and updates are shared with staff/ parents. Risk assessment and current status document are put on school website.	AA/HB/KS	On going	✓

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
		• **Setting's H&S officer (Gateshead Council H&S team) is contacted for H&S queries/unresolved H&S concerns** • All staff (including new/temporary staff) receive any appropriate training as necessary. • 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/setting communicates and co-ordinates with other building users regarding COVID-19. • On site contractors e.g., catering/cleaning staff and external providers have been made aware of the COVID-19 arrangements to follow on site. • Staff are kept informed when there are COVID-positive cases in the school where the school are made aware of these. • Head teacher keeps up to date with weekly information bulletin from EducationGateshead and actions advice accordingly.		Site manager Head teacher HT	On going On going On going	✓ ✓ ✓
20. Vaccinations	Employees, pupils, visitors, contractors, family members. Exposure to coronavirus (SARS-CoV-2)/ influenza virus, Transmission of COVID-19/influenza virus, illness death.	• In line with Public health advice, head teacher has encouraged: - - all staff, volunteers, parents/carers and where applicable pupils, to have a full course of an approved COVID-19 vaccination - everyone who is eligible to have a COVID-19 booster vaccination and/or flu vaccination to have these once available to them		HT	On going	✓

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. Complacency/ Employees not understanding the importance of following or maintaining COVID - 19 controls/ forgetting/ choosing not to follow controls.	Employees, CYPs, visitors, contractors, family members. Exposure to coronavirus (SARS-CoV-2), Transmission of COVID-19, illness death, raising anxiety levels of other staff/pupils.	• Staff have been reminded that they must continue to follow COVID-19 risk assessments and arrangements to protect themselves and others, including when they have had 1 or both doses of a COVID-19 vaccine. This includes continuing to undertake lateral flow testing if they are happy to opt into this • Any concerns with colleagues being complacent/ failing to follow COVID-19 controls to be raised with the colleague and/or manager if necessary and appropriate action taken. • Staff have been reminded not to be complacent in relation to other control measures when wearing face coverings.		Staff	On going	✓
22. First aid arrangements	Employees, pupils, visitors, contractors, family members. Exposure to coronavirus (SARS-CoV-2), Transmission of COVID-19, illness death.	• Where possible clinically vulnerable or clinically extremely vulnerable are not included in first aid duties. • First aiders wash their hands before and immediately after administering first aid and undertaking medical procedures. • All first aiders have been made aware of HSE guidance on CPR at https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm • PPE is worn when administering first aid in accordance with the PPE table in Appendix 2 • Any waste generated including PPE from first aid provision is double bagged and binned.		All first aiders	On going	✓
23. Lack of monitoring/ management.	Employees, pupils, visitors, contractors, family members. Exposure to coronavirus (SARS-CoV-2),	• 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. • Protocol/procedures in place detailing school specific COVID-19 arrangements are reviewed as necessary and shared with all staff.		HT/HB	On going	✓ ✓

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
	Transmission of COVID-19, illness death Lack of education, Reduced staff: pupil ratio, inadequate supervision, extra pressure on existing staff/ families, school unable to safely operate.	• Documented outbreak management plan is in place for use if required to step up control measures in the event of an outbreak in line with guidance in https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1011704/20210817_Contingency_Framework_FINAL.pdf • Head teacher liaises with Link Inspector/ Steve Horne if there are issues with staff absence. Where adequate staffing levels cannot be maintained, all/ part of school provision is closed as necessary.		HT	On going	✓
24. Home working.	Employees. Stress, Musculo-skeletal disorders, fatigue.	• 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. • Appropriate arrangements are in place for lone workers working from home.	• Take appropriate action as necessary with regard to any issues raised re: homeworking. • Ensure appropriate equipment is provided to enable employees to work at home safely and effectively. All employees using a laptop for homeworking must be	Head teacher Head teacher	No one at present	

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
			provided with a separate keyboard and mouse.			
25.Long COVID	Employees, pupils Wide range of symptoms including fatigue, shortness of breath etc. unable to carry out role, anxiety, stress	• Medical advice is followed for staff/volunteers/pupils diagnosed with long COVID • An individual risk assessment completed where required for those with long COVID and reasonable adjustments are implemented to support them. • A referral is made to Occupational Health if required and Occupational Health advice followed.				
26. Anxiety/ stress/ depression/ other mental health conditions.	Employees, pupils, family members. Anxiety/ stress/ depression/ other mental health conditions.	**All** • 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. • HS-61 Employee specific work-related stress risk assessment' is carried out with members of staff where appropriate. • Head teacher/ manager refers employees to Occupational Health for counselling required. Referrals are available by contacting 0191 433 3273. **Head teacher** • Link Inspectors check on head teachers at regular intervals.	Bill Purvis monitors head teacher's workload	Bill Purvis		

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
		• Head teacher discusses COVID-19 concerns/ anxiety/stress with Chair of Governors/nominated member of governing body and Link Inspectors. • Link inspectors/ Steve Horne/Chair of Governors/key members of SLT liaise as necessary to ensure support is in place for the head teacher where required. **Other staff** • Staff are encouraged to discuss anxiety or COVID-19 concerns with a member of SLT, or through their H&S representative. • Head teacher discusses concerns/anxieties/updates/changes with employees and explains the COVID-19 control measures in place. Any actions required are addressed and implemented as soon as possible. • 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. • Staff are vigilant for uncharacteristic behaviour of pupils and colleagues and provide additional support for pupils where there are anxiety or other mental health concerns. • SLT discuss and agree changes to staff roles with individual staff members at the earliest opportunity. • Staff workloads are monitored by SLT and appropriate action taken as necessary. • All staff are fully consulted on the school's COVID-19 risk assessment and planning arrangements • Head teacher/member of SLT discusses any concerns/anxieties about pupils returning to schools with parents/carers.	and health and wellbeing at regular intervals and takes appropriate action / provides additional support as necessary.		When needed	

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
27. Aerosol generating procedures (AGPs)	Employees, pupils, family members Exposure to coronavirus (SARS-CoV-2), Transmission of COVID-19, illness death	• H&S team are contacted if AGP's are being carried out at the setting • All AGPs which are being undertaken are identified and the procedure is documented and risk assessed. • The medical contact for the procedure is consulted if there are concerns around aerosol generating procedures. • Staff wash their hands before and after carrying out AGPs. • Suitable areas are provided near to where the AGPS take place to put on and take off PPE. A mirror is provided and these posters displayed in that area: - *(If wearing gowns use these posters): -* https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/911333/PHE_COVID-19_Donning_Airborne_Precautions_gown_version__003_.pdf https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/911334/PHE_COVID-19_Doffing_PPE_Airborne_Precautions_gown_version.pdf *(If wearing coveralls use these posters): -* https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/911303/PHE_Putting_on_or_donning_coveralls_guidance_instruction_sheet_airbourne_precautions.pdf https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/911307/PHE_Removal_or_doffing_coveralls_guidance_instruction_sheet_airbourne_precautions.pdf **Vulnerable employees** • Vulnerable employees do not carry out aerosol generating procedures.	• If AGPs are being carried out at the setting contact your H&S officer to discuss. • If it is not clear whether a procedure is classed as an aerosol generating procedure confirm with the nominated medical contact for the procedure.	SLT 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
		• When aerosol generating procedures are taking place, vulnerable staff leave the area for at least 20 minutes after the AGP has been carried out. • If vulnerable staff have to be in an area where AGPs are being carried out they should wear an FFP3 face mask for the duration of the procedure and at least 20 minutes after. **Training** • All staff who carry out AGPs are: - – fully trained in the procedures – aware of what PPE to wear when carrying out these procedures – have received a face mask fit test from a competent person – have completed the following training https://www.youtube.com/watch?v=kKz_vNGsNhc • A record is kept of training and face fit testing **PPE** • PPE is worn in accordance with the PPE table in Appendix 1: • All staff carrying out AGPs have received a face mask fit test from a competent person and records are kept. • All PPE used for aerosol generating procedures is disposed of as clinical waste. • 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.			

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

Appendix 1: COVID-19 – PPE for educational settings staff

Task	Single use disposable gloves	Single use disposable plastic apron	Fluid repellent (Type IIR) surgical mask)	Eye protection (goggles or visor)
* **Supporting a person who is symptomatic/ confirmed to have COVID-19.**				
* **Cleaning** an area/equipment that has been in contact with a symptomatic person where there are **no** visible body fluids.				
* **Cleaning** an area/equipment that has been in contact with a symptomatic person where there **is** visible body fluid.				
* **First aid** duties				 **If there is a risk of splashes or droplets of blood/body fluids**
* When providing **intimate care** – contact with body fluids				
* If required in a **pupil's individual risk assessment**	**Wear PPE as detailed in the risk assessment**			
* Working in **unavoidable prolonged close contact with another adult** (e.g. during positive handling if safe and possible to do so)				
* Carrying out **aerosol generating procedures** (AGPs) (complex medical procedures – **contact your H&S officer if doing these**).		 Long sleeved apron or coveralls for AGPs	 FFP3 face fitted mask (not IIR surgical mask for AGPs).	

Corporate H&S Team, HR & Workforce Development

Issue 1 December 2020

Infectious Diseases Risk Assessment – Emmaville Primary School

Appendix 2: Ventilation guidance

1. Identify areas that are stuffy or smell badly which indicates there is poor ventilation and address these as a matter of priority. **Areas without an adequate means of ventilation (openable window or mechanical ventilation) must be avoided at this time.**

2. If it's windy, cold or raining then it may not be practical to fully open the windows/vents. Open them as far as possible to provide constant background ventilation, without causing discomfort (the temperature must always be above the minimum workplace temperature of 16°C). Any local chilling effect should be offset by partially opening the windows nearest to and above the radiators.

3. **Open high-level windows** in rooms where possible (and safe to do so). Incoming air will be warmed as it flows down into the room which will reduce cold draughts.

4. **Opening trickle vents and propping open doors** that are not fire doors/holding open fire doors on an appropriate device can also assist with ventilation if required.

5. Achieving fresh air by having several windows partially opened as required rather than one window fully open can help to maximise the use of window driven natural ventilation distribution across the room without causing discomfort.

6. Windows should be **opened more fully at break times and lunchtimes** to purge the air in the space.

7. At the end of each school day windows should be opened (as wide as is practical and safe, also considering security issues to ventilate the room fully. If possible, they should also be opened at least 15 minutes before a room is occupied.

8. Ensure all windows are appropriately restricted where there is a risk of falls from height (pay particular attention to windows that are not usually opened).

9. In the acknowledgement that the school still needs to be well ventilated, school and staff **uniform expectations should be relaxed** as necessary to ensure they are able to wear additional/ warmer indoor clothing. Also consider the seating plan and moving children who feel the cold more to a different position in the classroom.

10. Heating should be used/increased as necessary to maintain a comfortable learning/working environment.

11. Fans can be used to improve circulation in a particular area of the room but **only** if there is good ventilation in the room.

12. If you have a centralised ventilation system that removes and circulates air to different rooms (rather than having units which operate independently in each room) it is recommended that you turn off recirculation and use a fresh air supply.

13. If you have separate units in each room which operate separately and only recirculate the air in the rooms they're in, these do not need to be adjusted as they operate on 100% recirculation within that room. You still need to have an outdoor air supply into these rooms though e.g. from having a window open or the area is likely to be poorly ventilated. (recirculation units can mask poor ventilation).

14. If you're not sure which type of system you have, contact the company who service the units for further advice.

15. Ensure that all mechanical ventilation systems are being serviced and maintained in accordance with the manufacturer's instructions.

Gateshead Council

Appendix 3: Basic Ventilation checklist

Appendix 3: Basic Ventilation checklist

Notes for the form

- **Ventilation remains a key control measure** in reducing the risk of COVID-19 transmission.
- Whilst the checklist below does not provide a definitive measure of the adequacy of ventilation in the room, these are items which need to be checked and as necessary as a matter of priority.
- Where issues are identified, they should be addressed as necessary **if safe to do (considering for example asbestos or work at height)** to achieve effective ventilation/ ensure safety as much as possible.
- If you have any queries about the checks below please contact Liam Williams liamwilliams@gateshead.gov.uk for points 1- 9 or for other queries contact your setting's H&S officer (Heather Taylor 433 2236, Lorraine Dixon 433 2237 or Dasha Kormilkina 433 2270).

Room name/no		**Location:**	
Inspected by:		**Date:**	

Indicator	Yes/ No/ NA	Comment/details	Action required	Completed by and date
1. Do any areas feel stuffy or smell badly?				
Mechanical ventilation (air conditioning units etc)				
2. Are air conditioning units in the room stand-alone units? *If yes is there also an opening window?				
3. Are air conditioning units in the room part of a centralised ventilation system? If yes has recirculation been turned off? *				
4. Has the air condition unit(s) been serviced by a competent person within the last 14 months?				
Natural ventilation – (windows, doors, trickle vents, air bricks etc)				
5. Are enough windows able to be safely opened (particularly windows at high level in the room) and do they stay open?				
6. Are any airbricks blocked?				
7. Do ventilation grids appear to be dirty or blocked?				
8. Are trickle vents opened?				
9. Are any of the above blocked by furniture, curtains or other items?				
10. Is the room door(s) able to be held open? Where any doors are fire doors are these held on devices that will close the door when the fire alarm sounds?				

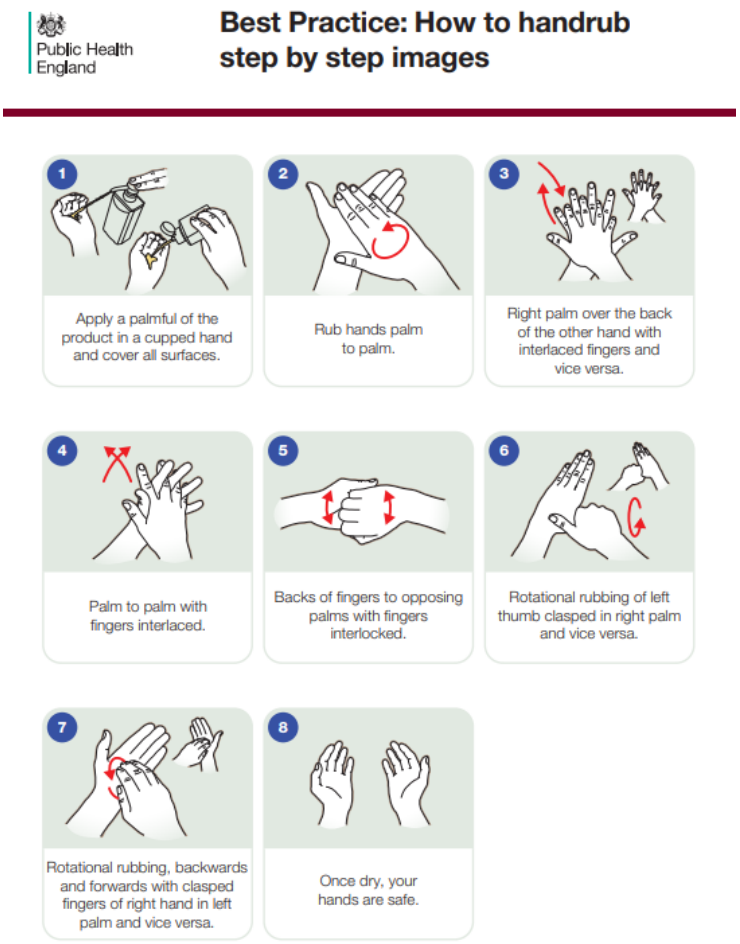
11. Are windows suitably restricted where there is a risk of falls from height from the window?				

* See Appendix 2 of the COVID-19 risk assessment for further guidance

Infectious Diseases Risk Assessment – Emmaville Primary School

Appendix 4: Hand sanitiser and hand washing

- Hand washing is for at least 20 seconds and following good hand washing techniques (see attached poster)
- Alcohol based hand sanitiser is not to be used as a substitute for handwashing with soap and water where handwashing can be safely and effectively managed (steps should be taken to try and achieve this through staggered timings etc).
- Where hands are not visibly clean (e.g. after playing outdoors) hands are washed with soap and water.
- In other circumstances where hands are visibly clean and hand washing cannot be safely and effectively managed, hand sanitiser can be used as an alternative.
- Hand sanitiser must be at least 60% alcohol.
- Effective hand sanitising techniques must still be followed when using hand sanitiser (see attached poster).
- Hands should be thoroughly dried after hand washing, and alcohol-based hand sanitiser left to dry after use before carrying out any other activities.
- As a longer-term measure, consider the installation of additional handwashing facilities in classrooms or outside to enable handwashing to be safely and effectively achieved.



Appendix 5

The Covid-19 Status document

- This document **must** be used in conjunction with the school's COVID-19 risk assessment.
- It will be updated as and when necessary in line with **changes to national guidance** or **changes imposed at local level in response to high numbers of cases.**
- Where **specific advice from Gateshead Council Public Health team** over and above the below is given for an educational setting, their advice **must be followed**.
- In the event of an outbreak the setting's outbreak management plan and **any specific Public Health/HPT advice supersedes this document.**

1. Contact Tracing and Self-isolation:	• Updated details in the Public Health Aide Memoire (September 2021) should be followed in relation to contact tracing and self-isolation. • Positive cases **confirmed by PCR test** should continue to be reported to Gateshead Council Public Health team via the online reporting tool www.gateshead.gov.uk/covid19schoolschildcare • **Anyone who has COVID-19 symptoms, has tested positive for COVID-19 by lateral flow test or by PCR test, or is otherwise required to self-isolate must not attend school.** • **Contact 0191 433 3050 for general COVID-19 queries for the Public Health team.**
2. Pupil attendance	• All pupils to attend except in exceptional circumstances on the advice of medical professionals or as point 1 above.
3. Working from home	• **Employees continue to work from home where possible,** unless impracticable to do so due to job role/requirements**.**
4. Vulnerable employees/ volunteers	• **Vulnerable employees/volunteers only attend the workplace with an individual risk assessment in place** (CSG-RA-15) and with stringent control measures in place. • **Pregnant employees that are 28 weeks+ or those with underlying health conditions can continue with their normal work in line with medical condition if:** – They can strictly undertake 2m social distancing at all times. – If they cannot undertake 2m social distancing at all times, then they can work from home or be redeployed. – If they cannot work from home or be redeployed, then they stay at home on special paid leave until maternity leave commences.
5. Mixing and bubbles	• Bubbles are no longer required. • **Whole school gatherings are avoided at this time.** Where staggered starts/finishes alleviate crowding of parents/carers due to lack of alternative entrance/exits, these should be maintained where possible.

6. Visitors (see also Section 8 for face-to-face meetings/training)	• **Continue to control visitors to the site to essential visitors only** (those with a justified reason for being on site e.g., for educational purposes, supporting pupils, maintenance etc.) and ensure the following: - Minimise time they spend on site to what is essential for the visit. - Infrequent visitors complete an HSB12 form. Admission is refused if necessary. - Visitor information is clearly displayed in appropriate areas. - Visitors are familiarised with and follow the setting's COVID-19 arrangements where they are able to do so. - Visits are arranged out of hours where possible/appropriate to do so. - Parents/carers/other visitors are not invited to attend indoor events such as assemblies and concerts at this time. - Face to face meetings with parents/carers only take place when it is essential to do so. - Shared lanyards and shared visitor badges are not used or are cleaned between use.
7. Social distancing	• **Adults should maintain 2m social distancing from each other wherever possible and minimise close contact where this is not possible.** • Adults should avoid unnecessary close contact with pupils. • Where screens have been introduced for COVID purposes these should continue to be used. • **Communal areas** (e.g. staff rooms, PPA rooms etc) are set up to enable adults to maintain 2m social distancing from each other and room maximum occupancies are displayed. • **Classrooms/learning areas** are set up to allow 2m social distancing from the teaching 'space' wherever possible. • **Office spaces/other shared workspaces (except classrooms)** - rota is in place for use if required to ensure 2m social distancing. - occupants work with the same person/people if the office is used on a rotational basis - occupants do not face each other wherever possible – they face away from each other, if this is not possible, they work side by side - where possible occupants have an allocated desk and equipment. Shared desks and equipment are cleaned between users where this is not possible.
8. Meetings and training	• **Face to face meetings and training should be avoided unless virtual meetings/training are impracticable**. • Where face to face meetings/training are held, they are set up to allow 2m social distancing.
9. Ventilation (see guidance in Appendix 4 and checklist in Appendix 5 of the risk assessment)	• **All rooms in use must be ventilated** in accordance with Appendix 4 of the risk assessment, • Rooms which are unventilated/are identified as being poorly ventilated following the checklist in Appendix 4 must not be used. • Appropriate advice is followed and action taken once CO_2 monitors are in place.

10. Hand and respiratory hygiene	• Frequent and thorough hand washing/ sanitising should continue in line with Section 4 of the risk assessment • Good respiratory hygiene practices should continue to be taught and followed in line with the risk assessment
11. Cleaning and use of shared equipment	• Regular cleaning of areas and equipment (e.g., twice per day), with a particular focus on frequently touched surfaces. • Provide frequently used equipment such as stationery to each pupil rather than using shared equipment. • Avoid sharing equipment that is worn around the head and face and clean/ quarantine between users where this is necessary. • Regular hand washing and good respiratory hygiene should be emphasised in line with Section 10.
12. Face coverings (full guidance in HSB 12)	• **Adults should wear face coverings in indoor communal areas except classrooms** (unless exempt) * see bottom of table • **Adults and pupils over 11 should wear face coverings on dedicated transport, and on public transport** (unless exempt). • **Adults and pupils in Y7 or above should wear face coverings in school/setting vehicles e.g. minibus.** • **Staff/volunteers should wear a face covering when on pick up/ collection duty at the start and finish of the school day where they may be within 2m of parents/carers.** • **Adults and pupils should not be prevented from wearing a face covering in other areas if they wish to do so.** • Continue to encourage parents/carers to wear face coverings on school grounds and encourage them to avoid unnecessary close contact with others not in their household.
13. Asymptomatic testing (Lateral Flow Tests)	• **Twice weekly lateral flow testing in line with the below should be encouraged by SLT but cannot be enforced.** • Staff, and volunteers should undertake twice weekly lateral flow tests. • Visitors should be encouraged to undertake a lateral flow test before visiting the premises. **Secondary schools/adult education only:** • Pupils/students should receive 2 **on site** lateral flow tests 3-5 days apart on their return back to school in September. • Pupils/students should continue taking lateral flow tests twice weekly at home after this • A small lateral flow testing site should be kept at the school for pupils/students who cannot test themselves at home.

14. Extracurricular activities/wrap around care and sporting activities (see PE and sports risk assessment)	• No current restrictions on attendance or group sizes • Changing rooms can be used • Competition can take place between settings indoors and outdoors with a risk assessment and suitable control measures in place. • No current restrictions on numbers taking part in sport and physical activity indoors (where there is adequate ventilation) and outdoors. • Contact combat sports and team activities can all take place
15. Practical classes and activities	• **No current restriction on group sizes for singing and drama** • **Playing of wind and brass instruments is done in accordance with Gateshead School Music Service risk assessment.** • **Science and DT** activities are carried out in accordance **with CLEAPSS guidance at** http://science.cleapss.org.uk/Resource/GL343-Guide-to-doing-practical-work-during-the-COVID-19-Pandemic-Science.pdf
16. Transport (see COVID-19 risk assessment for control measures)	• Public transport is avoided during school time wherever possible unless it is required for pupil education purposes. • Car sharing is avoided wherever possible. • Minibuses can be used for all visits (not essential travel only)
17. Educational Visits (see EDU-RA- 26 – Off site activities risk assessment and COVID-19 Residential Activities checklist)	• Routine/Level 1 visits **can take place** • Level 2 visits: - – **Adventurous activities can take place** – **UK residential visits can take place** – **International (overseas) visits are currently not advised.**
18. Returning from abroad	• **Staff, volunteers and parents/carers have been asked to follow the travel guidance at** https://www.gov.uk/guidance/red-amber-and-green-list-rules-for-entering-england if returning from overseas travel.
19. Vaccinations	• Everyone who is eligible is encouraged to have a full course of an approved COVID-19 vaccination. • Everyone who is eligible for a COVID-19 booster vaccination and/or flu vaccination is encouraged to have these once available to them.

***** If the head teacher/manager believes that the risks can be managed when moving around the premises by other control measures (such as staggered break times, no interaction in these areas, maintaining at least 2m social distancing at all times etc.), and does not believe wearing a face covering is practical for their circumstances, this must be clearly documented and justified. This must also be adequately monitored and if there is any indication that these control measures are not being met, face coverings must be worn when moving around the premise.