

Infectious Diseases Risk Assessment – Emmaville Primary School

Service and location

CAF XXXXXXXXXX

Name of Assessor and position

Heather Taylor (H&S Officer)
Heather Taylor (H&S Officer)
School: Hayley Brewster (DHT)
Avril Armstrong (HT)
SLT – Kit Saddington, Maggie McKenna and Beth McPherson.

Work activity:

School operations

Approved by (Service Manager)

Steve Horne/Avril Armstrong

Date of assessment

Review date 2.3.21

Consultation

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

Review Date

Ongoing (29.3.21)

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.

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

This version has been reviewed considering SARS-COV-2 variants (control measures currently the same for these variants) & national guidance.

Point	Content	Page	Point	Content	Page
1a	Clinically extremely vulnerable adults and pupils	2	6	Unsafe/violent/aggressive behaviour	27-28
1b	Staff/pupils living with a person who is extremely clinically vulnerable	2		Suspected/confirmed cases of COVID-19	28-32
1c	Clinically vulnerable adults and pupils	3	8	Suspected/confirmed household cases	33
1d	Employees pupils with other vulnerabilities	3	9	NHS Test and Trace	34-35
2	Contact between individuals and social distancing (pages 4 – 18)	4	10	Incorrect use of/lack of PPE	36-37
2	General control measures	4-8	11	Use of face coverings	38-39
2	Learning areas	9-11	12	Use of transport	40-41
2	Arriving at/leaving school	12-13	13	Home visits	42-43
2	Meeting and communal areas	13-15	14	Educational visits	43-44
2	Supporting pupils	16-17	15	Staff/pupils travelling overseas/returning	44
2	Shared offices and reception areas	17-18	16	Lack of communication	44-47
2	Lifts	NA	17	Staff absence	47
2	Changing rooms and showers	NA	18	First aid arrangements	47-48
			19	Premises management	48-50
3	Hygiene practices and sharing of items/equipment (pages 18		20	Alcohol based sanitiser	50
3	Good hygiene practices	18	21	Deliveries into school	50
3	General	19-22	22	Home working	51
3	Shared/personal equipment	22 - 25	23	Deliveries into school	51-52
3	Playing musical instruments and singing	25	24	Anxiety/depression/other MH conditions	52-53
4	Extra-curricular activities/clubs/ wrap around care provision.	26	25	Aerosol generating procedures	54
5	Working with SEND children	27	26	Practical activities	54-55
			27	Use of lateral flow tests in primary schools	55

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)	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 were reviewed at the start of the September term considering 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	✓

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>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 were written and reviewed at the start of the September term, considering any changes in guidance or personal circumstances. They were reviewed again and they should be reviewed before full opening. <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	

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
	staff/pupils with disabilities As above, Comparatively increased risk from COVID-19 (research ongoing).	measures required in relation to COVID-19 or an individual risk assessment is carried out if required. • 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.	Employees living with someone who is CEV or CV who feel concerned about attending school inform the head teacher ASAP. Head teacher to seek advice from HR and OH.	HT/SLT	When required	
2 Contact between individuals and lack of social distancing.	Employees, pupils, visitors, contractors Exposure to coronavirus (SARS-CoV-2), Transmission of COVID-19, illness death.	General: • 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.	• 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 at all. Even when the children have left, talk from the entrance to the door or use Teams or phones. Any meetings will be held via Teams.	Head teacher/ EYFS staff Staff Head teacher/SLT /staff	Prior to starting school ongoing	

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

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is needed?	Action by whom	Action by when	Done
		<ul style="list-style-type: none"> Pupils who are old enough and have the capacity to/are able to do so are supported to maintain distance and avoid touching other people as much as possible. 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. 	<ul style="list-style-type: none"> Discourage all non-essential trips within the school building to minimise staff contact by for example, restricting access to some areas, encouraging use of telephones and cleaning them between use. 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. 	<p>Head teacher and all staff</p> <p>Head teacher</p> <p>Head teacher/ staff</p> <p>Head teacher/ Staff/ pupils</p> <p>Head teacher</p>	<p>7.9.20 ongoing</p> <p>7.9.20</p> <p>7.9.20</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
2. Contact between individuals and lack of social distancing.		<ul style="list-style-type: none"> 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. 	<ul style="list-style-type: none"> 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 outside or within classrooms to minimise movement. This will continue to the end of the academic year. <p>Reception and Year 1 will eat in the hall (teaching staff/TAs to support in hall according to lunchtime rota.</p>		May 20	✓
					7.9.20	✓
		<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). 	<ul style="list-style-type: none"> Keep to the side procedure is put in place in place for moving through all/part of the school and in communal areas such as dining halls and sports halls. Children need to be reminded of the systems in place and which side of the corridor they should walk on. 	JL completed this	Ongoing	✓
			<ul style="list-style-type: none"> The same system is in place that has been in place since September. The children will need reminding of this. Movement has been restricted, only Year 1/Reception children will use the hall for lunches. 	Staff	ongoing	
			<ul style="list-style-type: none"> (indoors only)/ tape on the floor where appropriate to assist with social distancing. 	staff	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
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. (These will be checked and renewed prior to the 8th March). They should be in all toilets and areas where the children wash their hands. 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"> 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. 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 implemented. Children are going out whenever possible.</p> <p>Indoor PE will follow the same timetable as last term. Each class has been allocated a time slot in either the hall or the dance studio for an indoor session.</p>	<p>staff</p> <p>staff</p> <p>JW and BE</p> <p>JW and BE</p>	<p>21.9.20</p> <p>Ongoing</p> <p>13.10.20</p> <p>13.10.20</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>2.Contact between individuals and lack of social distancing.</p> <ul style="list-style-type: none"> Virtual tours are given to prospective parents/carers wherever possible. On site visits are only where necessary and are arranged out of hours and held outside where possible. 		<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 maintain social distancing at all times, and what essential visitors entering the school should do). All staff have been made aware of and implement the visitor policy. If support can be effectively delivered virtually it should continue to be done virtually. Visitor time on site is minimised to what is essential for the purpose of their visit. 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. 	<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. All visitors in school will be asked to wear a mask. Visitors who fail to follow the visitor policy are reminded of the rules and if necessary are asked to leave the premises. Parents/carers who persistently fail to follow rules are discussed with the Chair of Governors/ Governing Body. Consider using a Warning or Banning letter for parents/carers. <p>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 	<p>Site manager/ SLT/ office staff.</p> <p>JM/JL and BP</p> <p>All staff</p> <p>office staff to ensure this happens</p> <p>Head teacher</p>	<p>ongoing</p> <p>7.9.20</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
2.Contact between individuals and lack of social distancing.		<ul style="list-style-type: none"> 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. 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. Learning partners will be changed regularly but not within one day. <p>Cloakrooms have been in use 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</p>	where appropriate to minimise visitors and movement between schools.		7.9.20	✓
				site manager/ office staff	ongoing	
					Ongoing	✓
					Ongoing	
				teachers	14.9.20	
			<ul style="list-style-type: none"> Classrooms have been set up to accommodate bubbles/classes of children. Excess equipment and furniture have 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. 	Teachers and pupils	7.9.20	
			<ul style="list-style-type: none"> All KS2 pupils are to be taught in rows, facing forward. Where this is not possible, the children should be encouraged to maintain some distance between other pupils and themselves. 	teachers	7.9.20	✓

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

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is needed?	Action by whom	Action by when	Done
2.Contact between individuals and lack of social distancing.		<p><u>stored in the arm of their coat to save lost property and items lying around.</u></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"> Each class operates as a separate group (bubble) and avoids contact with other groups wherever possible. <p><u>All classes in KS1 and KS2 will operate as single bubbles and classes in the same age group cannot mix.</u></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. 	<ul style="list-style-type: none"> Wherever possible, teachers should maintain a 2m distance from pupils or at least 1m. <u>If desired for safety, when social distancing cannot be maintained, staff can wear a visor.</u> 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</p> <p>teachers/ pupils</p> <p>Teachers and pupils.</p> <p>Head teacher/SLT</p> <p>Head teacher</p>	<p>7.9.20</p> <p>7.9.20</p> <p>7.9.20</p> <p>7.9.20 and ongoing 14.9.20</p>	<p>✓</p> <p>✓</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
2.Contact between individuals and lack of social distancing.		<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. Group sizes are kept as small as possible Each group avoids contact with other groups. Staff allocated to each bubble should be kept to a minimum determined by the number required for safety, adequate supervision and compliance with EHCPs where appropriate. 	<p>Each class will be given their own space.</p> <ul style="list-style-type: none"> Weather permitting, the field will be 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. Nursery will operate as one bubble as some children are part time where some do full days. Enhanced cleaning of resources will take place daily. Reduced amounts of equipment will be out and will be used on a rotational basis to enable thorough cleaning to take place. 	<p>Head teacher/ EYFS staff</p> <p>Headteacher and SLT.</p> <p>HT and all staff</p> <p>EYFS staff</p>	<p>Ongoing</p> <p>Ongoing</p> <p>28.9.20</p> <p>7.9.20</p>	<p>✓</p> <p>✓</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>Arriving at /leaving school</p> <ul style="list-style-type: none"> Drop-off and collection times are staggered. Additional entrance/exit gates are designated for drop off/collection of different groups. Appropriate arrangements are in place for parents/carers to observe social distancing when dropping off/collecting pupils. Parents/carers are discouraged from gathering at the school gates. 	<ul style="list-style-type: none"> A timetable of drop off and collection times can be found at the back of this RA. A letter in regard to full school opening went out 1.3.21 reminding parents of these arrangements and the requirements that they wear a mask. Each year group has been allocated their own gate for drop off and pick up. Parents have been sent this information Parents of children in Year 4 are not permitted in the back yard in the morning but can enter and wait at a designated area after school. 1 parent per child. HB to go out early on March 8th, so that the parents wait in the correct area 	<p>Parents (teachers to monitor this).</p> <p>HT/SL</p> <p>All staff</p>	<p>7.9.20 and ongoing</p> <p>7.9.20 and ongoing</p> <p>2.9.20</p> <p>Oct 20</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>Meetings and communal areas:</p> <ul style="list-style-type: none"> Bottle neck areas e.g. corridors, cloak rooms and entrance/exit areas are managed to maintain social distancing as much as possible. Break times and class changeover times are staggered. Lunchtime is staggered and arrangements are in place to ensure that social distancing is maintained when queuing and eating. <p>Assemblies/other pupil gatherings do not take place with more than one group.</p>	<ul style="list-style-type: none"> Use of staff room(s) is minimised. Maximum capacity is displayed on the door. 4 adults can sit in at one time. The fifth place enables staff to enter and heat food. Staff breaks take place where social distancing can effectively take place. Regular cleaning of touch points and hand hygiene takes place where equipment such as fridges are shared. Staff should wipe down the water heater before using. No sharing of crockery/cutlery etc. Staggered start and finish times will reduce a build-up of parents picking up and also help maintain social distancing. Posters will be displayed so everyone understands what area is for which classes. Timetable of this has been produced and will be adhered to by all staff. <p>Celebration assemblies will take place monthly via Teams. Collective worship will take place within the classrooms with the CT. Each class has a token box so that the children can still get their rewards.</p>	<p>Teachers</p> <p>teachers</p> <p>HT</p> <p>SLT</p>	<p>Ongoing 13.9.20</p> <p>ongoing</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> <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
		<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. 	<ul style="list-style-type: none"> Daily reminders of personal space and encouraging the children to play together but stay apart. 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.</p> <p>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>	SLT Staff HT/SLT HB HT	 Ongoing Ongoing Ongoing	✓ ✓
		<ul style="list-style-type: none"> Maximum occupancy signs are displayed on staff rooms and meeting rooms. 	<ul style="list-style-type: none"> All posters are up on doors and teachers are aware of the numbers. The meeting room is 			

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"> Meetings and essential training are only held on site where social distancing can be maintained and in a well ventilated or outdoor area. At the moment, all meetings will be held virtually. Unnecessary staff gatherings are avoided. No lunches in corridors or communal areas other than the staffroom. 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. 	<p>used as PPA/ SEND office. Staff room – 5 (4 sitting)</p> <ul style="list-style-type: none"> Office, 2 members of staff. <p>All meetings should be virtual. No face to face meetings.</p> <p>No staff should enter another classroom (even teachers TAs from the same year group). All planning meetings must take place via Teams. iPads must be collected prior to BC starting and then returned to the classroom door after 5pm.</p> <p>As above.</p> <ul style="list-style-type: none"> No more than 5 members of staff (4 sitting, 1 heating food) 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. 	<p>HT</p> <p>Site manager</p> <p>SLT</p> <p>Teachers and TAs</p> <p>HT</p>	<p>Oct 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> <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
		<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. <ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> This has been communicated with parents. Notices were sent out to parents, and additional signing put into the local park to discourage the children from mixing before and after school <ul style="list-style-type: none"> 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 should be used. 	HT	7.9.20 June 20	✓ ✓
				All staff working with children	7.9.20 7.9.20	✓
				JM/JL	Oct 20	
				HT/JM/JL	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>(additional PPE is not currently required if the pupil is not exhibiting any symptoms).</p> <ul style="list-style-type: none"> Individual risk assessment is carried out and PPE worn where appropriate (see section 8 where an individual presents an increased risk). <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. BC and ASC will be held within the classrooms and staffed by the teachers and TAs. This will continue until the end of the academic year. 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. 	<p>All staff</p> <p>SLT/bubble staff</p> <p>JM/JL</p> <p>After school club staff.</p> <p>JM/JL/CH</p> <p>JM/JL/CH</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
		<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 for communication rather than coming to the office. 	<ul style="list-style-type: none"> Only 2 members of staff will be allowed into the office at any one time. This is to use the photocopier (2m distancing can still be maintained) One member of the office staff must leave the office in order to keep the numbers in the office to 2 people. 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. A clear screen/barrier has been put in place to enable visitors to talk to office staff safely. 	<p>JM/JL/CH (all staff)</p> <p>JM/JL/CH</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
3. Poor hygiene practices and sharing of items/ equipment (continued). (see section 7 for cleaning areas/equipment in contact with a symptomatic person).		<ul style="list-style-type: none"> • Arrangements are in place for staff to greet each pupil, ensure they wash their hands immediately on arrival (or sanitise their hands if this is not possible) and go straight to their classroom. • 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"> • 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). 	teachers		✓
			<ul style="list-style-type: none"> • Children will wash their hands and then sanitise their hands as they enter the classroom and then put their equipment underneath their desk. 	Staff to monitor children	7.9.20 and ongoing.	✓
			<ul style="list-style-type: none"> • Classrooms that are being used have sinks, hot water and the necessary cleaning products. 	Staff/SLT	June 20 and ongoing	✓
				School	7.9.20	✓
				JL/SL	June 20	✓
			<ul style="list-style-type: none"> • 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. 	Class teachers	June 20	✓
				site manager	7.9.20	✓

Commented [HT3]: School to provide. Own sanitisers may not achieve this.

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
3. Poor hygiene practices and sharing of items/equipment (continued). (see section 7 for cleaning areas/equipment in contact with a symptomatic person).		<ul style="list-style-type: none"> Staff should have hand sanitiser and carry it around. Ozone machines are not used at this time as they may present an increased risk to the respiratory system. Pupils store packed lunches underneath their tables. Pupils do not bring items and toys from home unless this is essential and they can be cleaned on arrival. A reminder will need to be given to all pupils on the return to school 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>	<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). 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 (or 2), 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. 	<div>All staff</div> <div>Staff/ pupils</div> <div>Staff</div> <div>Visitors to school</div>	 7.9.20 7.9.20 and ongoing. 7.9.20 Cleaning 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
3. Poor hygiene practices and sharing of items/ equipment (continued). (see section 7 for cleaning areas/equipment in contact with a symptomatic person).		<p>Staff are to clean the door handles and light switches at lunchtimes. (Reminder)</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. This includes the hall and dance studio. 	<ul style="list-style-type: none"> Arrangements and a cleaning schedule to be in place to ensure that additional cleaning is taking place as required (e.g. assigning staff cleaning roles on the rota/ additional cleaning duties/ liaising with your cleaning provider for additional support if required. 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. 	Staff/ JL		
3. Poor hygiene practices and sharing of items/ equipment (continued). (see section 7 for cleaning areas/equipment in contact with a symptomatic person).		<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. 	<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. 	SLT/ Building Cleaning	7.9.20	✓
				Head teacher/ staff	Ongoing	✓
				Staff/SLT	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
symptomatic person).		<ul style="list-style-type: none"> 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. Resources shared between groups (including outdoor play equipment) are cleaned between groups or labelled and left unused for 72 hours between use by different groups. All staff have been provided with laundry bags and Milton so that any equipment that requires cleaning can be cleaned effectively and quickly. Pupils provide their own water bottle 	<ul style="list-style-type: none"> Toys and activities will be set up on a rotational basis so that they can be cleaned or changed and left for 72 hours. Arrangements and a cleaning schedule to be in place to ensure that additional cleaning is taking place as required (e.g. assigning staff cleaning roles on the rota/ additional cleaning duties/ liaising with cleaning provider for additional support if required). Follow manufacturer's instructions for dilution, application and contact times for all cleaning products. All relevant staff are made aware of this and how to achieve the appropriate dilution. Pre-diluted cleaning chemicals/ disinfectants in spray bottles to be provided by Building Cleaning on request. Drinking fountains are not in use. 	<p>Staff</p> <p>Staff</p> <p>Staff</p> <p>EYFS staff</p> <p>Staff</p> <p>Cleaning staff</p>	<p>Ongoing</p> <p>7.9.20</p> <p>7.9.20</p> <p>Ongoing</p>	<p>✓</p> <p>✓</p> <p>✓</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>(This has been communicated with staff) Remember bottles cannot be refilled in school. The children should be asked to bring more than 1 bottle in warmer weather. A message will be sent about this via Marvellous Me and tapestry before the return to school.</p> <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 be required to bring water bottles (already filled) from home. In warmer weather, the children may bring more than 1 (this should be encouraged). 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. <p>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.</p>	<p>HB to send MM and KW to send tapestry.</p> <p>Pupils</p> <p>Staff</p> <p>Staff</p> <p>Staff</p>	<p>Ongoing</p> <p>Ongoing</p> <p>ongoing</p> <p>2.11.20</p>	<p>✓</p> <p>✓</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
		<ul style="list-style-type: none"> Interactive screens/whiteboards are only used by teachers. Lunch tables are cleaned between each group. <p>Playing musical instruments and singing</p> <ul style="list-style-type: none"> Instruments which are in contact with the mouth (recorders, flutes etc.) are only used if they belong to the pupil and are labelled to avoid mix up. Playing musical instruments and singing is only carried out in small groups (max of 15 	<ul style="list-style-type: none"> The microwave must be wiped down after every use. Occupancy of the staff room must be adhered to. In the first instance, lunches will be eaten in the classrooms (with the exception of Year 1 and Reception). Tables to be cleaned prior to eating and after. Pre-diluted cleaning chemicals/ disinfectants in spray bottles to be provided by Building Cleaning on request. For advice and guidance on cleaning, checking and troubleshooting specialist equipment provided for vision and hearing-impaired pupils contact LiNT on 433 8747. Due to the continued restrictions on numbers allowed to play wind or brass instruments, there continue to be no penny whistle or trumpet lessons within school. Trumpets have been sent home with a booklet and access to videos and children will be 	<p>staff</p> <p>Dinner staff/ pupils</p> <p>Staff</p> <p>Teaching staff and pupils.</p>	<p>ongoing</p> <p>ongoing</p> <p>ongoing</p> <p>16.10.20</p> <p>5.10.20</p>	<p>✓</p> <p>✓</p> <p>✓</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>people)</p> <ul style="list-style-type: none"> 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. 	<p>encouraged to practise the trumpet at home.</p> <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 continue not to take place. KJ has written an amended music curriculum and the children should continue to listen, discuss and appraise music 	KJ, HB and KL		✓
4. Extra-curricular activities/clubs/ wrap around care provision.	<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"> 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. 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 and intra-school competitions do not take place at this time. 	<ul style="list-style-type: none"> External providers of extracurricular activities will continue not to be in school. This will be revised and looked at when appropriate. 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 	<p>Head teacher/ SLT</p> <p>Head teacher/ SLT</p> <p>parents,</p>	<p>NA until Spring term</p> <p>Ongoing</p> <p>ongoing</p>	<p>✓</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
		<ul style="list-style-type: none"> 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. 	possible and only use providers who have appropriate COVID-19 measures in place.			
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. 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, 	<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. 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. 	<p>SLT</p> <p>SEND coordinator/ S LT</p> <p>SEND coordinator/ S LT</p> <p>HT/SLT</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>Appropriate holds are identified to reduce the risk of biting or contact with bodily fluid from spitting.</p> <ul style="list-style-type: none"> Best endeavours are made to ensure all EHCPs are met as much as possible. Suitable arrangements are in place for cleaning of specialist equipment. 				
6. Unsafe/ violent/ aggressive behaviour (e.g. intentional spitting, refusing to adhere to social distancing etc.).	<p>Employees, pupils, visitors</p> <p>Exposure to coronavirus (SARS-CoV-2), Transmission of COVID-19, illness death.</p>	<ul style="list-style-type: none"> 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. Advice/support available from the Behaviour Support Team. 	<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. 	<p>Head teacher</p> <p>Head teacher</p> <p>All staff</p>	<p>Ongoing and when/if required</p> <p>Ongoing</p>	
7. Suspected/ confirmed cases of COVID-19 (continued) Symptoms currently identified as:	<p>Employees, pupils, visitors</p> <p>Exposure to coronavirus (SARS-CoV-2), Transmission of</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. 	<ul style="list-style-type: none"> All relevant staff are made aware of the 'Guidance for Education and Childcare Settings in the Management of COVID-19' flowchart which is followed in the 	SLT	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"> 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>7. Suspected/confirmed/asymptomatic cases of COVID-19 (continued)</p>	COVID-19, illness death.	<ul style="list-style-type: none"> 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 'Guidance for Education and Childcare Settings in the Management of COVID-19' 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 'Guidance for Education and Childcare Settings in the Management of COVID-19' flowchart 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 	<p>event of a suspected/confirmed case of COVID-19.</p> <p>In addition: -</p> <ul style="list-style-type: none"> Employees to be made aware of and follow the 'Guidance for Education and Childcare Settings in the Management of COVID-19' 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). <ul style="list-style-type: none"> 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>HSB 11 form to be sent to the H&S team within 5 working days.</p>	<p>All staff</p> <p>SLT</p> <p>Head teacher</p> <p>Head teacher</p>	<p>14.9.20</p> <p>Ongoing</p> <p>Ongoing</p>	<p>✓</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/asymptomatic cases of COVID-19 (continued)		<ul style="list-style-type: none"> 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. 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 	<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 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 	<p>Occupational Health/Health and Safety team</p> <p>SLT/first aider</p> <p>Staff</p> <p>HT/SLT/1st aider</p>	<p>ongoing</p> <p>ongoing</p> <p>June 2020 and ongoing</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>

Commented [HT4]: This will also apply to 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
7. Suspected/confirmed/asymptomatic cases of COVID-19 (continued)		<p>disinfected before being used by anyone else.</p> <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> <ul style="list-style-type: none"> Social distancing is maintained wherever possible however if staff are required to be within 2m of the pupil they wear the following PPE: - <ul style="list-style-type: none"> Disposable plastic apron Disposable gloves Fluid resistant face mask Eye protection if required (if there is a risk of splashing to the eyes e.g. from coughing or vomiting etc.) 	<p>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>staff</p> <p>Staff/SLT</p>	<p>ongoing</p> <p>Ongoing</p> <p>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
		<p>telephones, grab-rails in corridors and stairwells.</p> <ul style="list-style-type: none"> • 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 or – a household detergent followed by disinfection (1000 ppm av.cl.). or – A disinfectant that is effective against enveloped viruses. • Avoiding creating splashes and spray when cleaning. 	<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>All staff</p> <p>Cleaning 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
		<ul style="list-style-type: none"> Cloths and mop heads used are disposed of as single use items. Items that cannot be cleaned using detergents or laundered e.g. upholstered furniture are steam cleaned. Any items that are heavily contaminated with body fluids and cannot be cleaned by washing are disposed of. <p>Waste from symptomatic person:</p> <ul style="list-style-type: none"> Waste from a symptomatic person and from cleaning of areas where they have been (including disposable cloths and tissues) and used PPE 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 Disposed of in the normal waste bin or clinical waste bin if there is a clinical waste contract in place. 			Ongoing	
8. Household members – suspected/confirmed cases of COVID-19	<p>Employees, pupils, visitors</p> <p>Exposure to coronavirus (SARS-CoV-2), Transmission of COVID-19, illness death.</p>	<p>Other household members (not pupils/staff) exhibiting symptoms:</p> <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	✓

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
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 	<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 Exposure to coronavirus (SARS-CoV-2), Transmission of COVID-19, illness death.	<ul style="list-style-type: none"> Stock of the following PPE: - <ul style="list-style-type: none"> Disposable aprons Disposable gloves Fluid resistant face mask Eye protection (goggles or visor) is available for staff for use when: - <ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> For other situations, e.g. working in prolonged close contact with pupils whose behaviour support plan requires this or working closely with pupils who regularly cough, sneeze or spit, without being able to practice good hygiene, the use of fluid resistant face masks and 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. 	Head teacher/ Public Health	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"> – 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. • 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"> • 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/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. 	<p>Corporate Procurement</p> <p>SLT</p> <p>All staff</p> <p>SLT</p> <p>Staff</p> <p>Staff</p>	<p>By June 2020</p> <p>June 2020</p>	<p>✓</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
11. Incorrect use of/lack of PPE (continued).		<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"> Staff need to ask JL or SLT for additional PPE if required. 		ongoing	✓
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. A contingency supply of face coverings is available for use by staff if they are required. 	<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) In primary schools, face coverings must be worn by staff and adult visitors in situations where social distancing between adults is not possible (for example, when moving around in corridors and communal areas). The suggestion is to put your mask on in your car and remove once you are in your classroom. Plastic bags to be available if pupils need to remove reusable face coverings on site. Staff can wear a mask/visor within the class if they so wish. Staff have been advised to bring a spare face covering(s) in case their face covering becomes damp during the day. 	<p>Employees / Head teacher</p> <p>All staff</p>	<p>7.9.20</p> <p>Ongoing</p> <p>ongoing</p>	<p>✓</p> <p>✓</p> <p>✓</p>

Commented [HT5]: Doc previously named HSB 11. New version is HSB 14. Doc awaiting some clarifications and will be circulated shortly.

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. Masks are worn. 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 addition to other documentation required). <p>Dedicated school transport including statutory provision:</p>	<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 possible, or where this is not 	<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 Howard</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"> 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 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>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		
<p>15. Educational visits</p> <p>Educational visits do not take place until further notice.</p>	<p>Pupils, staff, members of the public.</p> <p>Exposure to coronavirus</p>	<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
	(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 until further notice. 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 at the present time. This will be revised when it is deemed safe to attend educational visits, swimming, sporting and musical events. 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	<p>Employees, pupils, visitors</p> <p>Exposure to coronavirus</p>		<ul style="list-style-type: none"> Parents/carers are requested to follow FCO travel advice when travelling overseas (https://www.gov.uk/foreign-travel). 	<p>Head teacher/ SLT/ Parents</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
	(SARS-CoV-2), Transmission of COVID-19, illness death.		<ul style="list-style-type: none"> 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"> Education Gateshead 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. Risk assessments and method statements for non-Council contractors working on site 	<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 staff so they are aware of what 	<p>SLT</p> <p>SLT</p> <p>Head teacher</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
17. Lack of communication/ information (continued)		<p>are checked before work commences to ensure adequate COVID-19 working arrangements are in place.</p> <ul style="list-style-type: none"> School communicates and co-ordinates with other building users regarding COVID-19. 	<p>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): - <ul style="list-style-type: none"> 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> <p>Sept 2020</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>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 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. – 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. – 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. – Parents have been informed of bubble closures, reopening 	<p>Head teacher</p> <p>HT</p>	<p>Ongoing</p> <p>Oct 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
			<ul style="list-style-type: none"> Parents have been informed of the procedures for the full reopening of school on the 8th March Head teacher to update Steve Horne or Link Inspector if there are concerns or issues that cannot be addressed. 		1.3.21	✓
18. Staff absence/ School opening no longer viable due to inadequate staff.	Employees, pupils Reduced staff: pupil ratio, inadequate supervision, extra pressure on existing staff/families, school unable to safely operate.	<ul style="list-style-type: none"> 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.	ongoing	✓
19. Inadequate first aid arrangements	Employees, pupils, visitors Exposure to coronavirus (SARS-CoV-2), Transmission of COVID-19, illness death.	<ul style="list-style-type: none"> 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 	<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. Some staff had face to face training March 21 Up to date list of first aid trained staff is available in the office. 	Head teacher SLT/staff Staff Staff	When appropriate 1.3.21 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
		<p>September 2020.</p> <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. 	<p>This will be updated again to include those who completed training March 2021.</p> <ul style="list-style-type: none"> All staff are aware of those that are trained. PPE is available in each bubble. SLT/JL know where more is kept. Any waste needs to be disposed of in locked cupboard next to the COVIS 1st Aid room. 	All staff	<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 	<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
20. Inadequate premises management (continued).			<p>ventilation system that removes and circulates air to different rooms is in use, it is recommended that the recirculation is turned off so a fresh air supply is used. This had been carried out (summer 2020)</p> <ul style="list-style-type: none"> • Fire emergency procedures are reviewed as necessary and a fire drill is carried out shortly after return to school. • Regular fire drills were carried out throughout the summer term. An updated COVID fire drill sheet will be prepared, Consideration is given to additional assembly points, where each group will be located to allow for social distancing and how they will communicate with the Fire Emergency coordinator. • Autumn fire drill took place. • 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. 	Head teacher/HB and site manager	<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 Ingestion, 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	

Commented [HT6]: FRA review doc to follow

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. All employees using a laptop for homeworking should be provided with a separate keyboard and mouse. 	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. 	<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. 	SLT Head teacher HT/SLT SLT/ 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
		<ul style="list-style-type: none"> 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. Support and information available from/provided by Education Support Team to help support pupils. Discuss any concerns with parents and provide reassurance on the measures you are putting in place to reduce any risks. Remind parents that pupils of compulsory school age must be in school unless a statutory reason applies. Flexible working practices are implemented as much as possible to promote good work/life balance for employees. 	<ul style="list-style-type: none"> All staff are fully consulted on the school's COVID-19 risk assessment and planning arrangements for full reopening on March 8th. 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.' 	<p>Head teacher/ staff</p> <p>Head teacher</p>		
25. Aerosol generating procedures (AGPs) https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attach	<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. 	<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. 	<p>SLT</p> <p>Staff</p>		

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is needed?	Action by whom	Action by when	Done
ment_data/file/886668/COVID-19%20Infection%20prevention%20and%20control%20guidance%20complete.pdf		<ul style="list-style-type: none"> 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. Staff wash their hands before and after carrying out AGPs. 	<ul style="list-style-type: none"> The following PPE is worn when undertaking AGPs Single use long sleeved gown/coveralls Single use FFP3 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 a face mask face fit test from a competent person. Ensure all staff who carry out AGPs are: - <ul style="list-style-type: none"> fully trained in the procedures aware of what PPE to wear when carrying out these procedures have completed the following training https://www.youtube.com/watch?v=kKz_vNGsNhc&feature=youtu.be https://www.youtube.com/watch?v=oUo5O1JmLH0&feature=youtu.be Keep a record of this training. 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: - 	SLT Head teacher SLT		

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is needed?	Action by whom	Action by when	Done
			<ul style="list-style-type: none"> If wearing gowns use these posters: - https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/879103/PHE_COVID-19_Donning_quick_guide_gown_version.pdf https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/879098/PHE_COVID-19_Donning_gown_version.pdf 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 	SLT		
				SLT		
				SLT		

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is needed?	Action by whom	Action by when	Done
			<ul style="list-style-type: none"> 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 FFP3 face mask for at least 20 minutes. 	<p>Head teacher</p> <p>Staff</p> <p>Staff</p>		
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. 				

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"> • 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. • 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 	<ul style="list-style-type: none"> • Wearing of school uniform to be relaxed as appropriate to enable PE and sporting 			

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"> 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 	<p>activities to safely take place without the need for changing.</p> <ul style="list-style-type: none"> Each KS has two days when they come in PE kit: Monday/Thursday – KS1 Tuesday/Friday – KS2 Year 3 – Wednesday and Friday This will also enable parents to wash kits and uniforms for the children to wear. 			
27. Use of lateral flow tests within primary schools.		Rapid testing remains a vital part of our plan to suppress this virus. Schools should follow the guidance set out for their settings: testing for staff in primary schools and nurseries.	All staff have access to lateral flow tests should they wish to take them. Results need to be recorded on the Government website as well as school's site. An email with this information was sent by BM.	Staff	From Feb 2021 ongoing	✓

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

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






















Please note this list is not exhaustive.

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

- NHS Test and Trace requirements (section 10)
- Not to enter the school setting if they are exhibiting symptoms of COVID-19 or should be self-isolating
- To ensure their child does not attend school if they are exhibiting symptoms of COVID-19 or should be self-isolating
- To inform the school if their child/anyone in the household has symptoms of COVID-19
- That they need to be ready and willing to book a COVID-19 test if their child/anyone in the household develops symptoms of COVID-19.
- **To** inform the school of the results of any COVID-19 testing within the household.
- Government advice on the use of public transport <https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>
- To ensure that their child only brings essential items from home.
- 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.
 - That a mask should be worn at drop up and pick up.
- Any additional school procedures they need to follow.

Commented [HT7]: Public Health to confirm

Appendix 2: 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 3: Ventilation guidance (from HSB17)

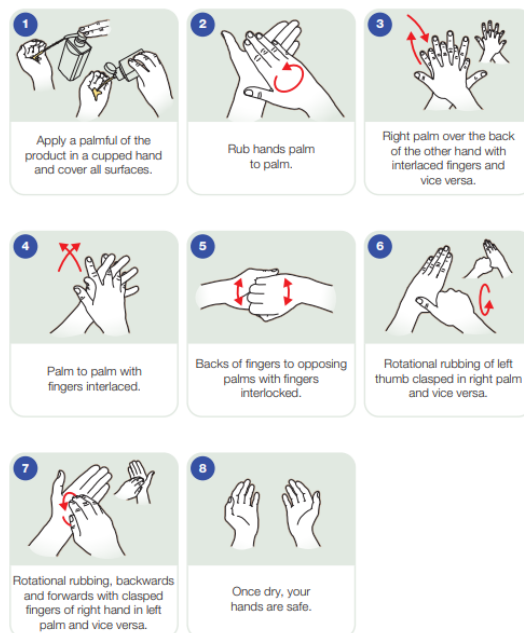
- Identify areas that are stuffy or smell badly which indicates there is poor ventilation and address these as a matter of priority. Areas without an adequate means of ventilation (openable window or mechanical ventilation) must be avoided at this time.
- If it's windy, cold or raining then it may not 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).
- Open high-level windows where possible (and safe to do so). Incoming air will be warmed as it flows down into the room which will reduce cold draughts.
- 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.
- Windows should be **opened more fully at break times and lunchtimes** to purge the air in the space. If possible, they should be opened at least 15 minutes before a room is occupied.
- 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).
- 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.
- Heating should be used/increased to maintain a comfortable learning environment.
- 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.
- 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 and 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).
- If you're not sure which type of system you have, contact the company who service the units for further advice. Ensure that all mechanical ventilation systems are being serviced and maintained in accordance with the manufacturer's instructions.

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.



Best Practice: How to handrub step by step images



Adapted from the World Health Organization/Health Protection Scotland
© Crown copyright 2020