



RISK ASSESSMENT Coronavirus (Covid 19)

ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (REVISION 6) – 28/01/2021 (Page 1 of 39)		DATE OF ASSESSMENT 28/01/2021
ESTABLISHMENT/SCHOOL Holy Trinity Church of England Academy	SECTION/TEAM All	
WHO MIGHT BE HARMED? Employees, pupils, students and visitors		HOW MANY ARE AFFECTED? Around 100 but subject to change when pupil numbers increase
<p>This document is designed to act simply as an aide memoire, recognising that all schools have their individual contexts, processes and procedures already established in relation to overall school effectiveness.</p> <p>The document is by no means intended to serve as a 'checklist', rather it is hoped that it will be a useful tool for school leaders to use with making decisions and reviewing and updating their risk assessments and the temporary modifications that are required as schools open to all pupils in September 2020</p>		
<pre> graph LR A[Determine Capacity of School Building] --> B[Determine Staff Availability to Work On-site] B --> C[Liaise with Parents Regarding Intention to Open Fully] C --> D[Undertake Risk Assessment and Action Plan] D --> E[Engage Governing Body, Staff and Union Reps in the Plans for Full Opening] E --> F[Make Necessary Small Adaptations to Site] F --> G[Complete Identified Actions] G --> H[Determine Remote Learning Offer/Contingency Plans] H --> I[Inform Parents of Re-opening Plans and Expectations and publish Risk Assessment] </pre>		
<p>This Risk Assessment sets out the decisions taken and measures put in place to prepare for the wider opening of the school and ensure the school continues to operate in a safe way. Existing policies and guidance continue to apply alongside the actions within this document, including but not limited to:</p> <ul style="list-style-type: none"> • Health and Safety Policy • First Aid Policy • Child Protection Policy • CYP Response Plan • DFE Guidance relating to COVID19 • The Health and Safety at Work etc. Act 1974 		

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HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES	if in place ✗ if not	IF 'X' STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES	RESIDUAL RISK RATING High, Medium, Low
<ul style="list-style-type: none"> • Management of Health and Safety at Work Regulations 1999 • Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 • First Aid Regulations 1981 • The Health Protection (Notification) Regulations 2010 • Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities' <p>Based on information 07/08/2020 https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</p> <ul style="list-style-type: none"> • Primary schools are required to re-open after the Christmas break unless identified and told to remain closed. • This information is in light of most of the UK moving to tier 4 restrictions. • Testing for primary staff under the weekly and daily testing programmes (announced on 15 December for secondary schools) will begin in the second half of January. • Latest Guidance from 30th December 2020 <p>This Risk Assessment will be reviewed on a daily basis in light of new highly transmissible coronavirus variant.</p>				
Premises and equipment, water, etc. not maintained to statutory requirements:	Premises and utilities have been health and safety checked and building is compliant <ul style="list-style-type: none"> • Water treatments • Fire alarm testing • Repairs • PAT testing • Fridges and freezers • Boiler/ heating servicing • Internet services • Any other statutory inspections • Insurance covers reopening arrangements • Fire Risk Assessment and evacuation procedures reviewed and disseminated to all staff. 	In place	<ul style="list-style-type: none"> • Caretaker continues with daily and weekly checks around school in line with his job description. • All external inspections have taken place as arranged. • All repairs have been undertaken via STC Asset Management Dept. • All PAT Testing conducted prior to Covid lockdown. • Insurance arranged through RPA • Fridges and microwave ovens currently available to staff to be thoroughly cleaned after use. 	Low

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			<ul style="list-style-type: none"> Internet and computing facilities remain the responsibility of current provider - Advantex All current school RA reviewed. Covid 19 RA shared with staff. Appendix to current Behaviour Policy implemented in respect of Team Teacher. There may be incidents in school where social distancing is not safe to do so (eg in case of fire). Where possible social distancing will be maintained once at assembly points. Designated kitchen/break room facilities allocation to staff Designated toilets allocated to staff ICT room for use by pupils on strict rota one school weeks use for year groups 4,5 and 6. Starting with year 6 for week 1, year 5 for week 2 etc. Library Use – selection of books relocated to classes for exclusive use Fire procedure: <ul style="list-style-type: none"> During this period it cannot be guaranteed that fire wardens will be available. The teacher in each classroom is therefore to take charge of pupils and staff in their group and ensure everyone leaves the building. All other staff to ensure they leave the building as soon as possible. Admin staff to ensure a record of all staff on site is available. It is essential that all staff on site sign in at reception. 	

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			<ul style="list-style-type: none"> Teacher to inform admin staff of any missing people from their group. No member of staff to enter building if a fire incident is in place unless they are trained as a fire warden. Admin staff to telephone 999 emergency services as soon as possible. Fire evacuation point to remain as normal on the school yard. Where possible maintaining social distancing 	
	<p>A 'BUILDING RA COVID' assessment has been completed for the general running of the building.</p> <p>NB: TWFRS who has confirmed that wedging doors open is not best practice, however due to the COVID-19 crisis wedging classroom doors can be done, but cross corridor doors and doors leading on to a fire escape or stairway must remain in the closed position at all times</p> <p>Any door wedged open must have the wedge removed when the class is vacant even for the shortest period and the school must risk assess this.</p> <p>As for installing barriers in front of doors this is not acceptable under any circumstance, should an area need to be segregated then the use of signage and Fire Exit Door Security Seals should be used which would snap if the door is forced open allowing anyone emergency egress if necessary.</p>	In Place	<ul style="list-style-type: none"> Staff entrances remain the same Pupil entrance and exit via designated classroom doors Classroom and office doors to be wedged open during use but wedges removed in the event of fire alarms and when vacated. Hall door to be wedged open when the office area is staffed but closed when vacated. Main office to continue to be manned at all times during school hours (8.00am – 4.30pm Mon – Thurs and 8.00am – 3.45pm Fri.) All internal and external fire doors to remain closed as per normal building practice. All fire escapes routes to be kept clear at all times, as per normal building practice. Barriers will not be installed in front of any fire door, all fire exits to remain accessible unless classroom is designated out of use for deep clean. 	Low

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			<ul style="list-style-type: none"> • Out of use classrooms would be locked to restrict. • Cleaners would be allowed access to locked or restricted areas for cleaning purposes. 	

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Risk of coronavirus infection spreading to children and staff due to inadequate infection control procedure	<ul style="list-style-type: none"> ensure that all adults and children: <ul style="list-style-type: none"> frequently wash their hands with soap and water for 20 seconds and dry thoroughly. clean their hands on arrival at the setting, before and after eating, and after sneezing or coughing are encouraged not to touch their mouth, eyes and nose use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it') ensure that help is available for children and young people who have trouble cleaning their hands independently consider how to encourage young children to learn and practise these habits through games, songs and repetition ensure that bins for tissues are emptied throughout the day where possible, all spaces should be well ventilated using natural ventilation (opening windows) or ventilation units prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation there is no need for anything other than normal personal hygiene and washing of clothes following a day in an educational or childcare setting. Capacity of cleaning staff is adequate to enable enhanced cleaning regime. Adequate cleaning supplies and facilities around the school are in place. Arrangements for longer-term continual supplies are in place. Sufficient time is available for the enhanced cleaning regime to take place. <p>There is a dedicated helpline number for education and children's social care related queries for anyone working in early years through to universities, plus parents - 0800 046 8687 – 8am to 6pm (Monday to Friday) or 10am to 4pm (Saturday to Sunday)</p>	In place	<ul style="list-style-type: none"> General talks on this in class when children return with frequent reminders. Hand sanitiser supplies stored in locked cleaners cupboard. 	Low

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Child/Adult is unwell and it is believed that they have been exposed to COVID-19.	<p>Ensure that pupils, staff and other adults do not come into the school if they have coronavirus (COVID-19) symptoms, or have tested positive in the last 10 days, and ensuring anyone developing those symptoms during the school day is sent home, are essential actions to reduce the risk in schools and further drive down transmission of coronavirus (COVID-19). All schools must follow this process and ensure all staff are aware of it.</p> <p>If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection', which sets out that they must self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus (COVID-19).</p> <p>If they have tested positive whilst not experiencing symptoms but develop symptoms during the isolation period, they should restart the 10 day isolation period from the day they develop symptoms. This only applies to those who begin their isolation on or after 30 July. Other members of their household (including any siblings) should self-isolate for 10 days from when the symptomatic person first had symptoms.</p> <p>If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age and needs of the child, with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.</p> <p>If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <p>PPE must be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for</p>	In place	<ul style="list-style-type: none"> Symptom advice has been shared on School Website/ social media. Symptoms are:- high temperature, new persistent cough, loss or change to sense of smell or taste First aid to continue in medical room and Visitors room for emergency use in the event of possible outbreak. First aid staff normally on site at all times when pupils are present. If it is not possible to have a first aider on site, staff to inform SLT of the incident. SLT aware to call emergency services if required. No first aid to be administered unless this is by a trained first aider. PPE available for use by staff for administering of first aid. Any child showing any symptoms will be taken to the Visitors room to await their parents collection. Staff to follow guidelines and ensure windows open. <p>Procedure for pupils with symptoms</p> <ul style="list-style-type: none"> Classroom staff take child to Visitors room. Sit child near window and open window. First aider to put on all necessary PPE equipment. First aider to stay with child or just outside room until collected. 	Low

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	<p>a very young child or a child with complex needs). More information on PPE use can be found in the safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) guidance.</p> <p>As is usual practice, in an emergency, call 999 if someone is seriously ill or injured or their life is at risk. Anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital.</p> <p>Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test and Trace.</p> <p>Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with normal household bleach after they have left to reduce the risk of passing the infection on to other people. See the COVID-19: cleaning of non-healthcare settings guidance.</p> <p>Public Health England is clear that routinely taking the temperature of pupils is not recommended as this is an unreliable method for identifying coronavirus (COVID-19).</p>		<ul style="list-style-type: none"> Office staff to call parents if any child shows any symptoms. Parents informed that they must be available to collect their child immediately if we call them with this information. Once Visitors room is clear after use, close door and label for cleaning staff to deep clean. Visitors room to be locked and not to be used until cleaning is carried out. <p>Procedure for Adult with symptoms</p> <ul style="list-style-type: none"> Adult to go straight home. Family member to be contacted immediately if adult unable to drive or has no access to own transport. Arrange for immediate test. <p>Person with symptoms -</p> <ul style="list-style-type: none"> Parent of pupil MUST organise a test. Adult with symptoms MUST organise a test Must follow the guidance for households with possible or confirmed coronavirus Positive result = 10 days isolation AND all members of household to self-isolate for 10 days Negative result = Remain in isolation for at least 10 days from the onset of symptoms (which could mean the self-isolation ends before or after the original 10 day isolation) <p>Rest of people in group:</p>	

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			<ul style="list-style-type: none"> Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test and Trace. Follow above guidance. Additional Guidance published 7th September 2020 <p>Ensuring that children, staff and other adults do not come into settings if they have coronavirus (COVID-19) symptoms or have tested positive in the last 10 days and ensuring anyone developing those symptoms during the day is sent home, are essential actions to reduce the risk in settings and further drive down transmission of coronavirus (COVID-19). All settings must follow this process and ensure all staff are aware of it.</p> <p>If anyone in the setting has symptoms of coronavirus (COVID-19): a high temperature, new and persistent cough or a loss of, or change in, normal sense of taste or smell (anosmia), however mild, they should self-</p>	

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			<p>isolate for at least 10 days from when their symptoms started; or if they are not experiencing symptoms, but have tested positive for coronavirus (COVID-19), they should self-isolate for at least 10 days starting from the day the test was taken.</p> <p>If they have tested positive whilst not experiencing symptoms, but develop symptoms during the isolation period, they should restart the 10 day isolation period from the day they develop symptoms.</p> <p>This only applies to those who begin their isolation on or after 30 July.</p> <p>Normal first aid:</p> <ul style="list-style-type: none"> • Normal first aid to be carried out in the Medical room only. • Staff to take child to Medical room for First Aid • First aider to put on all necessary PPE equipment. • Business Manager to ensure all first aid supplies are replenished and sufficient PPE equipment available. • First aiders to follow government guidelines. • First aiders must wash their hands or use hand sanitiser before and after treating a casualty and wear gloves.. • First aiders to consider cross contamination that could occur which was covered in their training. 		

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			<ul style="list-style-type: none"> • All waste will be disposed in flip top bin and removed by cleaning staff. • First aider to ensure all protocols are followed (paperwork, informing parents, etc) before the end of the school day. • All trained first aiders must exercise extreme caution when treating any injury to any party as the social distancing measures may have to be breached to facilitate treatment by close and direct contact • First aiders should try to assess the injured party from a distance and where treatment has been identified as required first aiders must wear protective gloves and protective face masks whilst treating any type of injury or casualty and must wash hands immediately after treatment has been completed. Please note that younger pupils will be treated for first aid in the normal manner wherever possible. • If a casualty requires CPR then this should be administered by chest compressions only and not rescue breaths as adequate infection control for first aiders cannot be maintained. • First aider to clean medical room with anti-bacterial wipes after the treatment of each pupil. • School to be issued with additional PPE Equipment direct from DfE 	

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			<ul style="list-style-type: none"> School to be issued with tests for use by pupils and families, only for those identified by SLT. <p>Administration of medication:</p> <ul style="list-style-type: none"> Administration of medication will be performed in the usual manner, ensuring SD measures at all times. Business Manager or member of SLT will administer medication as required to those pupils who require it. Medication will continue to be administered from the Medical Room and staff should clean medical room with anti-bacterial wipes after the administration of medical to each pupil. Gloves must be worn during this process and hands washed before and after process. <p>Cleaning of toilets after use:</p> <ul style="list-style-type: none"> Following use of any toilet in the school buildings by a child or adult falling ill, a cleaner will be asked to clean that area as soon as possible. 	
Risk of coronavirus infection spreading to shielded and clinically vulnerable adults		In place	<ul style="list-style-type: none"> Headteacher will follow all advice given by Government and LA HR on who can return to work and who should remain at home. All staff have now returned to school and follow their normal working pattern. Where shielding is required, copy of government letter should be sent into 	Low

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			<p>school for HR record. It should be noted that all staff are encouraged to return to work as of 1st June 2020</p> <ul style="list-style-type: none"> • Pregnant staff members – two members of staff currently on maternity leave not due to return until 2021 • Other staff members with vulnerable health concerns have been encouraged to work at home where this is available. Not applicable to Holy Trinity staff • Social distancing must be adhered to whilst in school, PPE and cleaning products available to all. • RA to be shared with all school staff; asking all staff members to read the document and sign to say they have done so. <u>All staff must sign to say they have read the risk assessments and will follow the guidelines outlined.</u> It is staff's professional responsibility to read this document. • Staff have been and will continue to be given opportunity to raise any concerns they have around their safety via their Key Stage Lead 	
Risk of coronavirus infection spreading to shielded and clinically	Pupils who are shielding or self-isolating We now know much more about coronavirus (COVID-19) and so in future there will be far fewer children and young people advised to shield whenever community transmission rates are high. Therefore, the majority of pupils will be able to return to school. You should note however that:	In place	Parents aware of school opening from 2 nd September 2020 with staggered start and finish times. All safeguarding concerns will continue to be reported to the schools DSL for action.	Low

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vulnerable persons via pupil or staff attending school	<ul style="list-style-type: none"> a small number of pupils will still be unable to attend in line with public health advice because they are self-isolating and have had symptoms or a positive test result themselves; or because they are a close contact of someone who has coronavirus (COVID-19) shielding advice for all adults and children will pause on 1 August, subject to a continued decline in the rates of community transmission of coronavirus (COVID-19). This means that even the small number of pupils who will remain on the shielded patient list can also return to school, as can those who have family members who are shielding. Read the current advice on shielding if rates of the disease rise in local areas, children (or family members) from that area, and that area only, will be advised to shield during the period where rates remain high and therefore they may be temporarily absent (see below). some pupils no longer required to shield but who generally remain under the care of a specialist health professional may need to discuss their care with their health professional before returning to school (usually at their next planned clinical appointment). You can find more advice from the Royal College of Paediatrics and Child Health at COVID-19 - 'shielding' guidance for children and young people. <p>Where a pupil is unable to attend school because they are complying with clinical and/or public health advice, we expect schools to be able to immediately offer them access to remote education.</p> <p>Where children are not able to attend school as parents are following clinical and/or public health advice, absence will not be penalised.</p> <p>All other pupils must attend school. If parents of pupils with significant risk factors are concerned, we recommend schools discuss their concerns and provide reassurance of the measures they are putting in place to reduce the risk in school.</p>		School Wellbeing Officer to continue to work with families for those who children are isolating.	

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ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (Page 15 of 39)				DATE OF ASSESSMENT
HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES	if in place ✗ if not	IF '✗' STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES	RESIDUAL RISK RATING High, Medium, Low
Risk of coronavirus infection spreading due to large class sizes and reduced space	<p>Early years and primary age children cannot be expected to remain 2 metres apart from each other and staff. Schools should therefore work through the hierarchy of measures:</p> <ul style="list-style-type: none"> • avoiding contact with anyone with symptoms • frequent hand cleaning and good respiratory hygiene practices • regular cleaning of settings • minimising contact and mixing <p>It is still important to reduce contact between people as much as possible, and we can achieve that and reduce transmission risk by ensuring children, young people and staff where possible, only mix in a small, consistent group and that small group stays away from other people and groups.</p> <p>PHE is clear that if early years settings, schools and colleges do this, and crucially if they are also applying regular hand cleaning, hygiene and cleaning measures and handling potential cases of the virus as per the advice, then the risk of transmission will be lowered.</p> <p>Where settings can keep children and young people in those small groups 2 metres away from each other, they should do so. While in general groups should be kept apart, brief, transitory contact, such as passing in a corridor, is low risk.</p> <p>For pre-school children in early years settings, the staff to child ratios within Early Years Foundation Stage (EYFS) continue to apply as set out here, and we recommend using these to group children.</p> <p>Primary schools:</p> <ul style="list-style-type: none"> • If there are any shortages of teachers, then teaching assistants can be allocated to lead a group, working under the direction of a teacher. • Vulnerable children and children of critical workers in other year groups should also be split into small groups of no more than 15. • Desks should be spaced as far apart as possible. 	In place	<ul style="list-style-type: none"> • Pupils with special needs may require more support and reminders of all measures that have been put in place. • All rooms in use will have posters and health information on display - specifically targeted at pupils. • Each day will start with teachers checking - - Handwashing, new symptoms etc. <p>Actions performed by school to ensure contact between people is kept to a minimum:</p> <ul style="list-style-type: none"> • Pupil entrance and exit – via identified classrooms <p>Government guidelines have been amended to allow whole school return from September 20.</p> <p>Class groups and staggered timetables are in place for the start of Autumn term.</p> <p>Detail: Breakfast club available for 15 minutes prior to individual class start time. Staggered start times for upper KS2, lower KS2, KS1 and EYFS. Staggered break times and lunch times. Rota for ICT Suite, Sports Hall etc.</p>	Low

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ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (Page 16 of 39)				DATE OF ASSESSMENT
HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES	if in place ✗ if not	IF '✗' STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES	RESIDUAL RISK RATING High, Medium, Low
Risk of coronavirus infection spreading due to large class sizes and reduced space	<p>Each setting's circumstances will be slightly different. Any setting that cannot achieve these small groups at any point should discuss options with their local authority or trust. This might be because there are not enough classrooms or spaces available in the setting or because they do not have enough available teachers or staff to supervise the groups. Solutions might involve children attending a nearby school. If necessary, settings have the flexibility to focus first on continuing to provide places for priority groups and then, to support children's early learning, settings should prioritise groups of children as follows:</p> <ul style="list-style-type: none"> early years settings - 3 and 4 year olds followed by younger age groups infant schools - nursery (where applicable) and reception primary schools - nursery (where applicable), reception and year 1 	In place	<p>Whole school return September 2020</p> <ul style="list-style-type: none"> As of 5th January 2021 school is only open for Nursery provision and for all other year groups only vulnerable children or those of critical workers 	Low
Risk of coronavirus infection spreading due to large class sizes and reduced space	<p>Keep cohorts together where possible and ensure:</p> <ul style="list-style-type: none"> children and young people are in the same small groups at all times each day, and different groups are not mixed during the day, or on subsequent days the same teacher(s) and other staff are assigned to each group and, as far as possible, these stay the same during the day and on subsequent days, (secondary and college settings there will be some subject specialist rotation of staff) wherever possible children and young people use the same classroom or area of a setting throughout the day, with a thorough cleaning of the rooms at the end of the day. In schools and colleges, you may want to consider seating students at the same desk each day if they attend on consecutive days 	In place	<ul style="list-style-type: none"> Pupils and staff will stay together for the full day. Outdoor time timetabled between Nursery and Reception Desk spaced as far apart as possible, side by side and facing forwards As of 5th January 2021 school is only open for Nursery provision and for all other year groups only vulnerable children or those of critical workers 	Low
Risk of coronavirus	<p>Reduce mixing within education or childcare setting by:</p> <ul style="list-style-type: none"> accessing rooms directly from outside where possible 	In place	<ul style="list-style-type: none"> Establishment of classroom groups. Separate pupil entrance and exit. 	Low

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ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (Page 17 of 39)				DATE OF ASSESSMENT
HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES	if in place ✗ if not	IF '✗' STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES	RESIDUAL RISK RATING High, Medium, Low
infection spreading due to large class sizes and reduced space	<ul style="list-style-type: none"> considering one-way circulation, or place a divider down the middle of the corridor to keep groups apart as they move through the setting where spaces are accessed by corridors staggering breaks to ensure that any corridors or circulation routes used have a limited number of pupils using them staggering lunch breaks - children and young people should clean their hands beforehand and enter in the groups they are already in, groups should be kept apart as much as possible and tables should be cleaned between each group. If such measures are not possible, children should be brought their lunch in their classrooms ensuring that toilets do not become crowded by limiting the number of children or young people who use the toilet facilities at one time noting that some children and young people will need additional support to follow these measures (for example, routes round school marked in braille or with other meaningful symbols) 		<ul style="list-style-type: none"> Hand wash on arrival. Lunches taken in individual groups at allocated time in dining hall whilst maintaining social distancing Classroom staff to supervise toilet visits - to ensure no overcrowding of these areas. Staff to supervise younger pupil hand washing. As of 5th January 2021 school is only open for Nursery provision and for all other year groups only vulnerable children or those of critical workers 	
Risk of coronavirus infection spreading due to large class sizes and reduced space	<p>Use outside space:</p> <ul style="list-style-type: none"> for exercise and breaks for outdoor education, where possible, as this can limit transmission and more easily allow for distance between children and staff although outdoor equipment should not be used unless the setting is able to ensure that it is appropriately cleaned between groups of children and young people using it, and that multiple groups do not use it simultaneously. Read COVID-19: cleaning of non-healthcare settings <p>For shared rooms:</p> <ul style="list-style-type: none"> use halls, dining areas and internal and external sports facilities for lunch and exercise at half capacity. If class groups take staggered breaks between lessons, these areas can be shared as 	In place	<ul style="list-style-type: none"> Outdoor gym and trim trail out of bounds - taped off. Timetable for use outdoor space. No shared areas apart from some pupil toilets - and these will be used under classroom staff supervision. Classroom group has their own box of sporting / outdoor equipment to use. All equipment and box cleaned at end of each day. As of 5th January 2021 school is only open for Nursery provision and for all other year groups only vulnerable children or those of critical workers 	Low

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ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (Page 18 of 39)				DATE OF ASSESSMENT
HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES	if in place ✗ if not	IF '✗' STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES	RESIDUAL RISK RATING High, Medium, Low
	<p>long as different groups do not mix (and especially do not play sports or games together) and adequate cleaning between groups between groups is in place, following the COVID-19: cleaning of non-healthcare settings guidance</p> <ul style="list-style-type: none"> stagger the use of staff rooms and offices to limit occupancy. 		Use of outdoor play equipment to be reviewed weekly following government guidance	
	<p>Reduce the use of shared resources:</p> <ul style="list-style-type: none"> by limiting the amount of shared resources that are taken home and limit exchange of take-home resources between children, young people and staff by seeking to prevent the sharing of stationery and other equipment where possible. Shared materials and surfaces should be cleaned and disinfected more frequently resources which are not easily washable or wipe-able have been removed although practical lessons can go ahead if equipment can be cleaned thoroughly and the classroom or other learning environment is occupied by the same children or young people in one day, or properly cleaned between cohorts 	In place	<ul style="list-style-type: none"> Hand sanitiser, face masks and gloves available in entrance for visitors coming into school Where possible visitors to school have been limited Additional cleaning rota established for high touch points over the lunchtime period. All classroom groups have been developed to only have essential equipment in. All non-essential items/furniture have or will be removed. 	Low
Risk of coronavirus infection spreading due to large class sizes and reduced space	<p>Consideration has been given to what activity is more difficult/ not possible to be undertaken with social distancing in place?</p> <p>Each activity should be risk assessed and should not be run unless the risks can be mitigated</p> <ul style="list-style-type: none"> PE Practical science lessons DT/ FT 	In place	<ul style="list-style-type: none"> PPE available for all staff wishing to use it. PPE must be used by first aiders 	Low
Risk of coronavirus infection spreading to	<p>Read the guidance on safe working in education, childcare and children's social care for more information about preventing and controlling infection, including when, how PPE should be used, what type of PPE to use, and how to source it.</p>	In Place	<ul style="list-style-type: none"> PPE equipment stock levels monitored ny admin staff Instructions for putting on and taking off PPE held in school office 	

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ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (Page 19 of 39)				DATE OF ASSESSMENT
HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES	if in place ✗ if not	IF 'X' STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES	RESIDUAL RISK RATING High, Medium, Low
children and staff due to lack of PPE				
Failure to use test and trace leading coronavirus infection spreading to children and staff	<ul style="list-style-type: none"> Schools must ensure they understand the NHS Test and Trace process and how to contact their local Public Health England health protection team. Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to: book a test if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19) Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS testing and tracing for coronavirus website, or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing. The government will ensure that it is as easy as possible to get a test through a wide range of routes that are locally accessible, fast and convenient. We will release more details on new testing avenues as and when they become available and will work with schools so they understand what the quickest and easiest way is to get a test. By the autumn term, 	In Place	<ul style="list-style-type: none"> Contact details for PHE held in school office. Guidance provided to parents through Guidance for households with possible or confirmed coronavirus (COVID-19) infection Guidance provided to staff through this risk assessment and Guidance for households with possible or confirmed coronavirus (COVID-19) infection School now has access to additional PPE provided direct by DfE School now has access to 10 testing kits to be issued to parents of pupils showing symptoms who may find it difficult to access a test by other means. School now has access to 10 testing kits to be issued to staff showing symptoms who may find it difficult to access a test by other means. School can ask for results of tests to be shared. Staff are aware that if they have had 15 minutes (cumulative) contact within two meters of anyone who tests positive they should isolate Staff now have access to LFT kits to be used twice weekly. Results recorded by test and trace as well as school 	

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ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (Page 20 of 39)				DATE OF ASSESSMENT
HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES	if in place ✗ if not	IF '✗' STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES	RESIDUAL RISK RATING High, Medium, Low
	<p>all schools will be provided with a small number of home testing kits that they can give directly to parents/carers collecting a child who has developed symptoms at school, or staff who have developed symptoms at school, where they think providing one will significantly increase the likelihood of them getting tested. Advice will be provided alongside these kits.</p> <ul style="list-style-type: none"> • Schools should ask parents and staff to inform them immediately of the results of a test: • if someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating. • if someone tests positive, they should follow the 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection' and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 10 days. • Local PH contacts: • The Covid inbox should be used in the first instance to direct any queries, as well as any information regarding any suspected or confirmed cases to COVID@southtyneside.gov.uk This inbox is monitored 7 days a week by the public health team. 		<ul style="list-style-type: none"> • If a case is believed to have been contracted within school then school will notify RIDDOR, PHE would then work with school. 	

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ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (Page 21 of 39)				DATE OF ASSESSMENT
HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES	if in place ✗ if not	IF '✗' STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES	RESIDUAL RISK RATING High, Medium, Low
	<ul style="list-style-type: none"> Public Health England (North East and Yorkshire Region) 0300 303 8596 Claire Mawson, Senior Public Health Advanced Practitioner claire.mawson@southtyneside.gov.uk 07776 992033 (part-time Monday-Wednesday am) Sam Start, Senior Public Health Advanced Practitioner samantha.start@southtyneside.gov.uk 07776997869 (Wednesday pm-Friday) 			
Failure to manage confirmed cases of coronavirus (COVID-19) amongst the school community	<p>Schools must take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19). Schools should contact the local health protection team. This team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace. The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate. The health protection team will work with schools in this situation to guide them through the actions they need to take. Based on the advice from the health protection team, schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 10 days since they were last in close contact with that person when they were infectious. Close contact means:</p> <ul style="list-style-type: none"> direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin) proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual travelling in a small vehicle, like a car, with an infected person 	In Place	<ul style="list-style-type: none"> Protocols in place with admin staff and SLT for reporting to local Health Protection Team. Follow guidance for anyone suspected of showing symptoms. Liaise closely with Local Authority and HPE 	

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ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (Page 22 of 39)				DATE OF ASSESSMENT
HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES	if in place ✗ if not	IF '✗' STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES	RESIDUAL RISK RATING High, Medium, Low
	<p>The health protection team will provide definitive advice on who must be sent home. To support them in doing so, we recommend schools keep a record of pupils and staff in each group, and any close contact that takes places between children and staff in different groups (see section 5 of system of control for more on grouping pupils). This should be a proportionate recording process. Schools do not need to ask pupils to record everyone they have spent time with each day or ask staff to keep definitive records in a way that is overly burdensome.</p> <p>A template letter will be provided to schools, on the advice of the health protection team, to send to parents and staff if needed. Schools must not share the names or details of people with coronavirus (COVID-19) unless essential to protect others. Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 10-day isolation period they should follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'. They should get a test, and:</p> <ul style="list-style-type: none"> • if the test delivers a negative result, they must remain in isolation for the remainder of the 10-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining days. • if the test result is positive, they should inform their setting immediately, and must isolate for at least 10 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 10-day isolation period). Their household should self-isolate for at least 10 days from when the symptomatic person first had symptoms, following 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection' 			

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ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (Page 23 of 39)				DATE OF ASSESSMENT
HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES	if in place ✗ if not	IF '✗' STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES	RESIDUAL RISK RATING High, Medium, Low
	<p>Schools should not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation.</p> <p>Further guidance is available on testing and tracing for coronavirus (COVID-19).</p> <p>Local PH contacts:</p> <ul style="list-style-type: none"> The Covid inbox should be used in the first instance to direct any queries, as well as any information regarding any suspected or confirmed cases to COVID@southtyneside.gov.uk This inbox is monitored 7 days a week by the public health team. Public Health England (North East and Yorkshire Region) 0300 303 8596 Claire Mawson, Senior Public Health Advanced Practitioner claire.mawson@southtyneside.gov.uk 07776 992033 (part-time Monday-Wednesday am) Sam Start, Senior Public Health Advanced Practitioner samantha.start@southtyneside.gov.uk 07776997869 (Wednesday pm-Friday) 			
Failure to contain any outbreak by following local health protection team advice	<p>If schools have two or more confirmed cases within 10 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak, and must continue to work with their local health protection team who will be able to advise if additional action is required.</p> <p>In some cases, health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure – perhaps the whole site or year group. If schools are implementing controls from this list, addressing the risks they have identified and therefore reducing transmission risks, whole school closure based on cases within the school will not generally be necessary, and should not be considered except on the advice of health protection teams.</p>	In Place	<ul style="list-style-type: none"> Protocols in place with admin staff and SLT for reporting to local Health Protection Team. Follow guidance for anyone suspected of showing symptoms. Liaise closely with Local Authority and HPE 	

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ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (Page 24 of 39)				DATE OF ASSESSMENT
HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES	if in place ✗ if not	IF '✗' STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES	RESIDUAL RISK RATING High, Medium, Low
	In consultation with the local Director of Public Health, where an outbreak in a school is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who has tested positive. Testing will first focus on the person's class, followed by their year group, then the whole school if necessary, in line with routine public health outbreak control practice.			
Risk of coronavirus infection spreading due to use of transport	<p>Adjust transport arrangements where necessary including:</p> <ul style="list-style-type: none"> • encourage parents and children and young people to walk or cycle to their education setting where possible • make sure schools, parents and young people follow the Coronavirus (COVID-19): safer travel guidance for passengers when planning their travel • ensure that transport arrangements cater for any changes to start and finish times • communicating revised travel plans clearly to contractors, local authorities and parents where appropriate (for instance, to agree pick-up and drop-off times) <p>Social distancing has significantly reduced available transport capacity. This guidance sets out a new framework for supporting transport to and from schools from the autumn term. We are making a distinction between dedicated school transport and wider public transport:</p> <ul style="list-style-type: none"> • by dedicated school transport, we mean services that are used only to carry pupils to school. This includes statutory home to school transport, but may also include some existing or new commercial travel routes, where they carry school pupils only • by public transport services, we mean routes which are also used by the general public <p>Dedicated school transport, including statutory provision Pupils on dedicated school services do not mix with the general public on those journeys and tend to be consistent. This means that the</p>	In Place	<ul style="list-style-type: none"> • Educational visits suspended for the time being. • Swimming lessons on hold at present • No pupils currently accessing home to school transport • Continue to work with parents who access public transport and may encounter difficulties using public transport. 	

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ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (Page 25 of 39)				DATE OF ASSESSMENT
HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES	if in place ✗ if not	IF '✗' STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES	RESIDUAL RISK RATING High, Medium, Low
	<p>advice for passengers on public transport to adopt a social distance of two metres from people outside their household or support bubble, or a 'one metre plus' approach where this is not possible, will not apply from the autumn term on dedicated transport.</p> <p>The approach to dedicated transport should align as far as possible with the principles underpinning the system of controls set out in this document and with the approach being adopted for your school. It is important to consider:</p> <ul style="list-style-type: none"> • how pupils are grouped together on transport, where possible this should reflect the bubbles that are adopted within school • use of hand sanitiser upon boarding and/or disembarking • additional cleaning of vehicles • organised queuing and boarding where possible • distancing within vehicles wherever possible • the use of face coverings for children over the age of 11, where appropriate, for example, if they are likely to come into very close contact with people outside of their group or who they do not normally meet <p>Dedicated school services can take different forms. Some journeys involve coaches regularly picking up the same pupils each day, others involve use of a minibus whilst other services are used by different pupils on different days, or by pupils with SEND. The precise approach taken will need to reflect the range of measures that are reasonable in the different circumstances.</p> <p>It will also require a partnership approach between local authorities, schools, trusts, dioceses and others. In particular, it is imperative that schools work closely with local authorities that have statutory responsibility for 'home to school transport' for many children, as well as a vital role in working with local transport providers to ensure sufficient bus service provision.</p> <p>Given the pressures on public transport services it may also be necessary to work with local authorities so that they can identify</p>			

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ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (Page 26 of 39)				DATE OF ASSESSMENT
HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES	if in place ✗ if not	IF '✗' STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES	RESIDUAL RISK RATING High, Medium, Low
	<p>where it might be necessary to provide additional dedicated school transport services, including in places where these services do not currently operate. See DfE guidance Transport-to-school-and-other-places-of-education-autumn-term-2020</p> <p>Wider public transport STC are currently working with transport providers and schools to plan safe, consistent transport for all staff and pupils.</p> <p>Families using public transport should refer to the safer travel guidance for passengers and Transport-to-school-and-other-places-of-education-autumn-term-2020</p> <p>AWAITING LOCAL INFORMATION REGARDING TRANSPORT PLAN</p>			
Poor Psychological / Staff / Pupil Wellbeing – due to personal, workload, returning to school issues, etc.	<ul style="list-style-type: none"> Approach to support wellbeing, mental health and resilience in place, including bereavement support How staff are supported to follow this within their own situations and that of pupils and colleagues is clear. <p>covid-19-guidance-for-the-public-on-mental-health-and-wellbeing</p>	In Place	<ul style="list-style-type: none"> Mental Health Champion in place before Covid 19. All staff aware of MHC. Information shared with staff through regular updates and emails. SLT always available to speak to. Child Wellbeing Officer and Place2Be for pupil mental health Place2Be may be looked at for staff. HR referrals can be looked at... 	Low
Risk of coronavirus infection spreading to children and staff at schools	<p>To help ensure that the risk of virus spread for both staff and children is as low as possible you should:</p> <ul style="list-style-type: none"> Ensure no visitors will be allowed entry into the building unless directed by the Head teacher or Senior Leader and agreed appointment. tell children, parents, carers or any visitors, such as suppliers, not to visit the education or childcare setting if they are displaying any symptoms of coronavirus (COVID-19) 	In place	<ul style="list-style-type: none"> Visitors will be discouraged however it is accepted that some meetings are essential. These meetings will be kept to an absolute minimum. Visitors must sanitise their hands before leaving reception area. Interactions between staff, pupils, contractors and visitors to be kept to 	Low

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ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (Page 27 of 39)				DATE OF ASSESSMENT
HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES	if in place ✗ if not	IF '✗' STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES	RESIDUAL RISK RATING High, Medium, Low
	<ul style="list-style-type: none"> consider how children arrive at the education or childcare setting and reduce any unnecessary travel on coaches, buses or public transport ensure class sizes reflect the numbers of teaching staff available and are kept as small as possible stagger lunch times, break times and the movement of pupils around the school to reduce large groups of children gathering discourage parents from gathering at school gates try to follow the social-distancing guidelines <p>Social distancing within education and childcare settings with very young children will be harder to maintain. Staff should implement the above measures as far as they are able, whilst ensuring children are kept safe and well cared for within their settings.</p>		<p>absolute minimum and work completed remotely where possible.</p> <ul style="list-style-type: none"> Deliveries to be taken directly to office. 	
Lack of first aid provision due to staff shortages	<p>Risk assess the current provision – the staff and pupils medical conditions need to be taken into consideration, e.g. diabetes, allergies and the use of epi-pens, how far you are away from an A&E, etc. Where applicable you will need to ensure least one person who has a full paediatric first aid (PFA) certificate to be on the premises. You may be able to link up with other schools near to you to share first aid provision.</p> <p>https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2/early-years-foundation-stage-coronavirus-disapplications</p>	In Place	<ul style="list-style-type: none"> See above re first aid / Medical Room. See above re first aid. See above re staff sickness and in the case of no first aider being on site. 	Low
Risk of coronavirus infection spreading to children and staff	<p>Consider the following steps:</p> <ul style="list-style-type: none"> tell children, young people, parents, carers or any visitors, such as suppliers, not to enter the education or childcare setting if they are displaying any symptoms of coronavirus (following the COVID-19: guidance for households with possible coronavirus infection) 	In place	<ul style="list-style-type: none"> Letter to parents explaining measures and drop off procedures Teacher asking all pupils on arrival at school - have you displayed any of these symptoms since you left school last night? 	Low

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ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (Page 28 of 39)				DATE OF ASSESSMENT
HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES	if in place ✗ if not	IF '✗' STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES	RESIDUAL RISK RATING High, Medium, Low
due to poor communication	<ul style="list-style-type: none"> • tell parents that if their child needs to be accompanied to the education or childcare setting, only one parent should attend • tell parents and young people their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use) • make clear to parents that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely) • also think about engaging parents and children in education resources such as e-bug and PHE schools resources • explain - changes to timetable, social distancing arrangements, staggered start times, expectations when in school and at home to pupils and staff • ensure parents and young people are aware of recommendations on transport to and from education or childcare setting (including avoiding peak times). Read the Coronavirus (COVID-19): safer travel guidance for passengers • talk to staff about the plans (for example, safety measures, timetable changes and staggered arrival and departure times), including discussing whether training would be helpful • communicate early with contractors and suppliers that will need to prepare to support your plans for opening for example, cleaning, catering, food supplies, hygiene suppliers • discuss with cleaning contractors or staff the additional cleaning requirements and agree additional hours to allow for this 		<ul style="list-style-type: none"> • Information on School Website and social media explaining procedures and measures to parents and pupils - advice re not attending if anyone has any symptoms. • LA contract cleaning to continue on split shift 	

ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (Page 29 of 39)				DATE OF ASSESSMENT	
HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES	if in place ✗ if not	IF 'X' STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES	RESIDUAL RISK RATING High, Medium, Low	
<p>Are there any other foreseeable hazards associated with this activity? YES / NO</p>	<p><u>List any additional control measures</u></p> <p>Staff sickness procedure:</p> <ul style="list-style-type: none"> • If any staff member is feeling unwell - they must follow normal absence reporting even if Covid 19 related. • If the illness relates to Covid 19, if they have been in school building during past 10 days, all people they have been in contact with must be informed and advised to get tested. These people will not be allowed into school unless they have produced a negative test result or have isolated for 10 days. • Staff member must arrange a test and will only be allowed back to work on production of negative result or after 10 days isolation. • If sickness is not Covid related, staff member to stay off work until they are well. • All staff illnesses will be added to sickness log in usual manner. <p>Grounds:</p> <ul style="list-style-type: none"> • Caretaker to ensure grounds are kept in a safe and secure manner. 				
<p>Reference Documents:</p> <p>Further information can be found at:</p> <p>Actions for education & childcare settings to prepare for wider opening from 1 June 2020</p> <p>e-Bug</p> <p>COVID-19: cleaning of non-healthcare settings guidance</p> <p>symptoms of coronavirus</p> <p>staying at home guidance</p> <p>guidance-to-educational-settings-about-covid-19</p>					

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ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (Page 30 of 39)				DATE OF ASSESSMENT	
HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES	if in place ✗ if not	IF 'X' STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES	RESIDUAL RISK RATING High, Medium, Low	
COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable staying-at-home-and-away-from-others Early Years Foundation Stage covid-19-guidance-for-the-public-on-mental-health-and-wellbeing Coronavirus (COVID-19): safer travel guidance for passengers social-distancing guidelines https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2/early-years-foundation-stage-coronavirus-disapplications PPE COVID-19: guidance for households with possible coronavirus infection PHE schools resources Working safely during coronavirus					
ASSESSED BY (Print name) Joanne Marshall			SIGNED	DATE 28/01/2021	
LINE MANAGER Tina Murphy			SIGNED	REVIEW DATE	