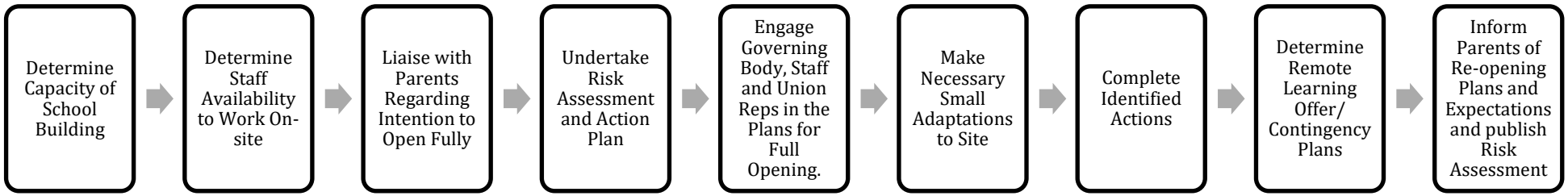
SUPPLEMENTARY INFORMATION Coronavirus (Covid 19)

South Tyneside Council

ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (REVISION 6) – 28/01/2021 **(Page 1 of 22)**	**DATE OF ASSESSMENT** 28/01/2021
ESTABLISHMENT/SCHOOL **Holy Trinity Church of England Academy**	**SECTION/TEAM** **All**
WHO MIGHT BE HARMED? Employees, pupils, trainees, students and visitors	**HOW MANY ARE AFFECTED?** Whole School

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.

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



Based on information 05/11/2020 https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools
And 07/01/2021 https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/950510/School_national_restrictions_guidance.pdf

The risk assessment templates are intended as a starting point to consider the steps you may need to take to control the risks. It is unlikely that they will be appropriate for each individual school and they should therefore be adapted for your own specific circumstances. The manager/Head must develop them taking into account individual requirements and using any specific manufactures guidelines/instructions.

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HAZARDS (including inadequate / lack of arrangements)	**EXISTING CONTROL MEASURES**	**✓ if in place X if not**	**IF 'X' STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES**	**RESIDUAL RISK RATING** High, Medium, Low
Premises and equipment, water, etc. not maintained to statutory requirements:	Premises and utilities have been health and safety checked and building is compliant • 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. It is important that, prior to reopening for the autumn term, all the usual pre-term building checks are undertaken to make the school safe. If buildings have been closed or had reduced occupancy during the coronavirus (COVID-19) outbreak, water system stagnation can occur due to lack of use, increasing the risks of Legionnaires' disease. Advice on this can be found in the guidance on Legionella risks during the coronavirus outbreak. Additional advice on safely reoccupying buildings can be found in the Chartered Institute of Building Services Engineers' guidance on emerging from lockdown. Once the school is in operation, it is important to ensure good ventilation. Advice on this can be found in Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak.	√	• 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. • 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:** ○ 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	L

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	In classrooms, it will be important that schools improve ventilation (for example, by opening windows).		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.** ○ 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	
	The 'BUILDING RA COVID' assessment has been revised and updated for the general running of the building. **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 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. 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	√	● 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.	L

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	which would snap if the door is forced open allowing anyone emergency egress if necessary.		● 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 doo, all fire exits to remain accessible unless classroom is designated out of use for deep clean. ● Out of use classrooms would be locked to restrict. ● Cleaners would be allowed access to locked or restricted areas for cleaning purposes.	
Child/Adult is unwell and it is believed that they have been exposed to COVID-19.	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. 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 7 days and should arrange to have a test to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 10 days from when the symptomatic person first had symptoms. 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.	√	● 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	L

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	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. 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 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. 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. 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. 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. 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).		parents collection. Staff to follow guidelines and ensure windows open. Procedure for pupils with symptoms ● 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. ● 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. Procedure for Adult with symptoms • 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. Person with symptoms - ● Parent of pupil MUST organise a test. ● Adult with symptoms MUST organise a test	

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			● 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) Rest of people in group: ● 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 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.	

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			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-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. 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. Normal first aid: ● 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..	

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			● First aiders to consider cross contamination that could occur which was covered in their training. ● 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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			● School to be issued with tests for use by pupils and families, only for those identified by SLT. Administration of medication: ● 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. Cleaning of toilets after use: ● 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 children and staff due to	The school will ensure that pupils clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating. Regular and thorough hand cleaning is going to be needed for the foreseeable future. Points to consider and implement:	√	• General talks on this in class when children return with frequent reminders. • Hand sanitiser supplies stored in locked cleaners cupboard.	L

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inadequate infection control procedure	• has the school enough hand washing or hand sanitiser 'stations' available so that all pupils and staff can clean their hands regularly • can the school ensure that there is enough supervision when using hand sanitiser to eliminate ingestion. Small children and pupils with complex needs should continue to be helped to clean their hands properly. Skin friendly skin cleaning wipes can be used as an alternative • the school will build these routines into school culture, supported by behaviour expectations and helping ensure younger children and those with complex needs understand the need to follow them • **Soap and water is more effective than using sanitisers** The 'catch it, bin it, kill it' approach continues to be very important, so schools must ensure that they have enough tissues and bins available in the school to support pupils and staff to follow this routine. As with hand cleaning, schools must ensure younger children and those with complex needs are helped to get this right, and all pupils understand that this is now part of how school operates. Some pupils with complex needs will struggle to maintain as good respiratory hygiene as their peers, for example those who spit uncontrollably or use saliva as a sensory stimulant. This should be considered in risk assessments in order to support these pupils and the staff working with them, and is not a reason to deny these pupils face to face education. Public Health England does not (based on current evidence) recommend the use of face coverings in schools. This evidence will be kept under review. They are not required in schools as pupils and staff are mixing in consistent groups, and because misuse may inadvertently increase the risk of transmission. There may also be negative effects on communication and thus education. Face		• Staff supervise hand sanitiser application in younger year groups. • Additional cleaning rota for high touch points/toilets etc over the lunchtime period.	

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	coverings are required at all times on public transport (for children over the age of 11) or when attending a hospital as a visitor or outpatient.
	
	Points to consider and implement:
	
	• putting in place a cleaning schedule that ensures cleaning is generally enhanced and includes:
	  ○ more frequent cleaning of rooms / shared areas that are used by different groups
	  ○ frequently touched surfaces being cleaned more often than normal
	• different groups don't need to be allocated their own toilet blocks, but toilets will need to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet
	• clean surfaces that children and young people are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, more regularly than normal
	
	By the end of the summer term, Public Health England will publish revised guidance for cleaning non-healthcare settings to advise on general cleaning required in addition to the current advice on COVID-19: cleaning of non-healthcare settings guidance.			

Risk of coronavirus infection spreading due to large class sizes and reduced space	The school will minimise contacts and mixing between people while delivering a broad and balanced curriculum. The overarching principle to apply is reducing the number of contacts between children and staff. This can be achieved through keeping groups separate (in 'bubbles') and through maintaining distance between individuals. These are not alternative options and both measures will help, but the balance between them will change depending on:	√	• 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.	L

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	• children's ability to distance • the lay out of the school • the feasibility of keeping distinct groups separate while offering a broad curriculum (especially at secondary) It is likely that for younger children the emphasis will be on separating groups, and for older children it will be on distancing. For children old enough, they should also be supported to maintain distance and not touch staff where possible. Points to consider and implement: **How to group children** Consistent groups reduce the risk of transmission by limiting the number of pupils and staff in contact with each other to only those within the group. They have been used in schools in the summer term in recognition that children, and especially the youngest children, cannot socially distance from staff or from each other and this provides an additional protective measure. Maintaining distinct groups or 'bubbles' that do not mix makes it quicker and easier in the event of a positive case to identify those who may need to self-isolate, and keep that number as small as possible. In this guidance for the autumn term, maintaining consistent groups remains important, but given the decrease in the prevalence of coronavirus (COVID-19) and the resumption of the full range of curriculum subjects, schools may need to change the emphasis on bubbles within their system of controls and increase the size of these groups. In secondary schools, and key stage 4 and key stage 5, the groups are likely to need to be the size of a year group to enable schools to deliver the full range of curriculum subjects and students to receive specialist teaching. If this can be achieved with small groups, they		• Each day will start with teachers checking - - Handwashing, new symptoms etc. Actions performed by school to ensure contact between people is kept to a minimum: • Pupil entrance and exit – via identified classrooms **Government guidelines have been amended to allow whole school return from September 20.** Class groups and staggered timetables are in place for the start of Autumn term. **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. **Visitors to school** Visits to school are kept to a minimum and all visitors must sign in and out of school using Inventry to provide an accurate record. **Music, Dance and Drama** There may, however, be an additional risk of infection in environments where singing,	

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	are recommended. At primary school, and in the younger years at secondary (key stage 3), schools may be able to implement smaller groups the size of a full class. If that can be achieved, it is recommended, as this will help to reduce the number of people who could be asked to isolate should someone in a group become ill with coronavirus (COVID-19). Schools should assess their circumstances and if class-sized groups are not compatible with offering a full range of subjects or managing the practical logistics within and around school, they can look to implement year group sized 'bubbles'. Whatever the size of the group, they should be kept apart from other groups where possible and older children should be encouraged to keep their distance within groups. Schools with the capability to do it should take steps to limit interaction, sharing of rooms and social spaces between groups as much as possible. When using larger groups the other measures from the system of controls become even more important, to minimise transmission risks and to minimise the numbers of pupils and staff who may need to self-isolate. We recognise that younger children will not be able to maintain social distancing, and it is acceptable for them not to distance within their group. Both the approaches of separating groups and maintaining distance are not 'all-or-nothing' options, and will still bring benefits even if implemented partially. Some schools may keep children in their class groups for the majority of the classroom time, but also allow mixing into wider groups for specialist teaching, wraparound care and transport, or for boarding pupils in one group residentially and another during the school day. Siblings may also be in different groups. Endeavouring to keep these groups at least partially separate and minimising contacts between children will still offer public health benefits as it reduces the network of possible direct transmission. All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable.		chanting, playing wind or brass instruments, dance and drama takes place. In all cases an extended social distancing should be observed.	

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	This will be particularly important for secondary schools. Where staff need to move between classes and year groups, they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults. Again, we recognise this is not likely to be possible with younger children and teachers in primary schools can still work across groups if that is needed to enable a full educational offer. **Measures within the classroom** Maintaining a distance between people whilst inside and reducing the amount of time they are in face to face to contact lowers the risk of transmission. It is strong public health advice that staff in secondary schools maintain distance from their pupils, staying at the front of the class, and away from their colleagues where possible. Ideally, adults should maintain 2 metre distance from each other, and from children. We know that this is not always possible, particularly when working with younger children, but if adults can do this when circumstances allow that will help. In particular, they should avoid close face to face contact and minimise time spent within 1 metre of anyone. Similarly, it will not be possible when working with many pupils who have complex needs or who need close contact care. These pupils' educational and care support should be provided as normal. For children old enough, they should also be supported to maintain distance and not touch staff and their peers where possible. This will not be possible for the youngest children and some children with complex needs and it is not feasible in some schools where space does not allow. Schools doing this where they can, and even doing this some of the time, will help. When staff or children cannot maintain distancing, particularly with younger children in primary schools, the risk can also be reduced by keeping pupils in the smaller, class-sized groups described above.			

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	Schools should make small adaptations to the classroom to support distancing where possible. That should include seating pupils side by side and facing forwards, rather than face to face or side on, and might include moving unnecessary furniture out of classrooms to make more space. **Measures elsewhere** Groups should be kept apart, meaning that schools should avoid large gatherings such as assemblies or collective worship with more than one group. When timetabling, groups should be kept apart and movement around the school site kept to a minimum. While passing briefly in the corridor or playground is low risk, schools should avoid creating busy corridors, entrances and exits. Schools should also consider staggered break times and lunch times (and time for cleaning surfaces in the dining hall between groups). Schools should also plan how shared staff spaces are set up and used to help staff to distance from each other. Use of staff rooms should be minimised, although staff must still have a break of a reasonable length during the day. **Measures for arriving at and leaving school** Travel to school patterns differ greatly between schools. If those patterns allow, schools should consider staggered starts or adjusting start and finish times to keep groups apart as they arrive and leave school. Staggered start and finish times should not reduce the amount of overall teaching time. A staggered start may, for example, include condensing / staggering free periods or break time but retaining the same amount of teaching time, or keeping the length of the day the same but starting and finishing later to avoid rush hour. Schools should consider how to communicate this to parents and remind them about the process that has been agreed for drop off and			

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	collection, including that gathering at the school gates and otherwise coming onto the site without an appointment is not allowed. Schools should also have a process for removing face coverings when pupils and staff who use them arrive at school and communicate it clearly to them. Pupils must be instructed not to touch the front of their face covering during use or when removing them. They must wash their hands immediately on arrival (as is the case for all pupils), dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom. Guidance on safe working in education, childcare and children's social care provides more advice. **Other considerations** Some pupils with SEND (whether with education, health and care plans or on SEN support) will need specific help and preparation for the changes to routine that this will involve, so teachers and special educational needs coordinators should plan to meet these needs, for example using social stories. Supply teachers, peripatetic teachers and/or other temporary staff can move between schools. They should ensure they minimise contact and maintain as much distance as possible from other staff. Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual. Schools should consider how to manage other visitors to the site, such as contractors, and ensure site guidance on physical distancing and hygiene is explained to visitors on or before arrival. Where visits can happen outside of school hours, they should. A record should be kept of all visitors. Visitors to the school should be restricted to only absolute necessary visits.			

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HAZARDS (including inadequate / lack of arrangements)	**EXISTING CONTROL MEASURES**	**✓ if in place X if not**	**IF 'X' STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES**	**RESIDUAL RISK RATING** High, Medium, Low
	In primary schools and education settings teaching year 6 and below, there is no change to the existing position. It is not mandatory for staff and visitors to wear face coverings. In situations where social distancing between adults in settings is not possible (for example when moving around in corridors and communal areas), settings have the discretion to recommend the use of face coverings for adults on site, for both staff and visitors. Primary school children do not need to wear face coverings. School can request parents to wear face covering when entering site during drop off and pick up times, but this is not mandatory. In schools where pupils in year 7 and above are educated, face coverings should be worn by adults and pupils when moving around the premises, outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained. Where a child routinely attends more than one setting on a part time basis, for example because they are dual registered at a mainstream school and an alternative provision setting or special school, schools should work through the system of controls collaboratively, enabling them to address any risks identified and allowing them to jointly deliver a broad and balanced curriculum for the child. Equipment and resources are integral to education in schools. During the summer term, their use was minimised, many were moved out of classrooms, and there was significant extra cleaning. That position has now changed for the autumn term, because prevalence of coronavirus (COVID-19) has decreased and because they are so important for the delivery of education. For individual and very frequently used equipment, such as pencils and pens, it is recommended that staff and pupils have their own items that are not shared. Classroom based resources, such as books and games, can			

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HAZARDS (including inadequate / lack of arrangements)	**EXISTING CONTROL MEASURES**	**✓ if in place X if not**	**IF 'X' STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES**	**RESIDUAL RISK RATING** High, Medium, Low
	be used and shared within the bubble; these should be cleaned regularly, along with all frequently touched surfaces. Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles. Outdoor playground equipment should be more frequently cleaned. This would also apply to resources used inside and outside by wraparound care providers. It is still recommended that pupils limit the amount of equipment they bring into school each day, to essentials such as lunch boxes, hats, coats, books, stationery and mobile phones. Bags are allowed. Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to pupil education and development. Similar rules on hand cleaning, cleaning of the resources and rotation should apply to these resources. Schools have the flexibility to decide how physical education, sport and physical activity will be provided whilst following the measures in their system of controls. Music, dance and drama can be undertaken in school so long as safety precautions are undertaken.			
Risk of coronavirus infection spreading due to large class sizes and reduced space	During the period of national lockdown primary schools will remain open to vulnerable children and the children of critical workers. All other children should receive remote education. Nursery schools (or classes within primary schools) to remain open	√	• Critical Workers updated list • Vulnerable children and young people updated list • Please note these lists have been updated to include many more children in each category. • There is clear guidance published on 7th January 2020 which states '**Children with**	L

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HAZARDS (including inadequate / lack of arrangements)	**EXISTING CONTROL MEASURES**	**✓ if in place X if not**	**IF 'X' STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES**	**RESIDUAL RISK RATING** High, Medium, Low
(Updated 08/01/21) in light of new guidance			**at least one parent or carer who is a critical worker can go to school if required. This includes parents who may be working from home.'** • Remote Education is in place for all other pupils not in attendance • The overarching principle to apply is reducing the number of contacts between children and staff. This can be achieved through keeping groups separate (in 'bubbles') and through maintaining the distance between individuals. Whilst schools are attended by vulnerable children and the children of critical workers only, where possible schools should keep group sizes small. • Limiting attendance does not suggest that schools and colleges have become significantly less safe for young people. • How contacts are reduced will depend on the school's circumstances, including how many children need to attend during this period, and will (as much as possible) include: • keeping children in consistent groups • avoiding contact between groups • arranging classrooms with forward facing desks • staff maintaining distance from pupils and other staff as much as possible	

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HAZARDS (including inadequate / lack of arrangements)	**EXISTING CONTROL MEASURES**	**✓ if in place X if not**	**IF 'X' 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 to children and staff due to lack of PPE	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.	√	• PPE equipment stock levels monitored ny admin staff • Instructions for putting on and taking off PPE held in school office • Instructions for disposal of used PPE held in school office.	L
Failure to use test and trace leading coronavirus infection spreading to children and staff	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	√	• 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 20 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 20 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. • As of November 2020 – two tests have been passed to parents.	L

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	autumn term, 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. 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 10 days from when your symptoms started, or when your test was taken 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 or when your test was taken. 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 14 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.			

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HAZARDS (including inadequate / lack of arrangements)	**EXISTING CONTROL MEASURES**	**✓ if in place X if not**	**IF 'X' STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES**	**RESIDUAL RISK RATING** High, Medium, Low
	• 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	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 14 days since they were last in close contact with that person when they were infectious. Close contact means: • 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)	√	• 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 • If a case is believed to have been contracted within school then school will notify RIDDOR, PHE would then work with school.	L

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HAZARDS (including inadequate / lack of arrangements)	**EXISTING CONTROL MEASURES**	**✓ if in place X if not**	**IF 'X' STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES**	**RESIDUAL RISK RATING** High, Medium, Low
	• 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 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. 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 14-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: • if the test delivers a negative result, they must remain in isolation for the remainder of the 14-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining days.			

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HAZARDS (including inadequate / lack of arrangements)	**EXISTING CONTROL MEASURES**	**✓ if in place X if not**	**IF 'X' STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES**	**RESIDUAL RISK RATING** High, Medium, Low
	• 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 14-day isolation period). Their household should self-isolate for at least 14 days from when the symptomatic person first had symptoms, following 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection' 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. Further guidance is available on testing and tracing for coronavirus (COVID-19). 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. • 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)			

ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice **(Page 25 of 22) (R4)**	**DATE OF ASSESSMENT**

HAZARDS (including inadequate / lack of arrangements)	**EXISTING CONTROL MEASURES**	**✓ if in place X if not**	**IF 'X' STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES**	**RESIDUAL RISK RATING** High, Medium, Low
Failure to contain any outbreak by following local health protection team advice	If schools have two or more confirmed cases within 14 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. 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. 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.	√	• 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	L
Risk of coronavirus infection spreading due to use of transport	Adjust transport arrangements where necessary including: • 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)	√	• 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. • School continues to follow advice regarding Educational Visits and alternative solutions are being sourced. Eg. That History Bloke	L

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HAZARDS (including inadequate / lack of arrangements)	**EXISTING CONTROL MEASURES**	**✓ if in place X if not**	**IF 'X' STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES**	**RESIDUAL RISK RATING** High, Medium, Low
	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 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. 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: • 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 The government is currently evaluating this position and will set out next steps shortly. **Wider public transport** STC are currently working with transport providers and schools to plan safe, consistent transport for all staff and pupils. Families using public transport should refer to the safer travel guidance for passengers.			

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HAZARDS (including inadequate / lack of arrangements)	**EXISTING CONTROL MEASURES**	**✓ if in place X if not**	**IF 'X' STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES**	**RESIDUAL RISK RATING** High, Medium, Low
	During national lockdown journeys should only be made for education or childcare, for work purposes, to exercise outdoors or visit an outdoor public place, for visiting venues that are open, for a medical reason, such as taking someone to hospital It is recommended that any educational visits should not take place during a national lockdown.			
Risk of coronavirus infection spreading to shielded and clinically vulnerable adults	Where schools apply the full measures in the Government guidance and the Building and School RAs, the risks to all staff will be mitigated significantly, including those who are extremely clinically vulnerable and clinically vulnerable. We expect this will allow most staff to return to the workplace, although we advise those in the most at risk categories to take particular care while community transmission rates continue to fall. Advice for those who are clinically-vulnerable, including pregnant women, is available. Those individuals who are clinically extremely vulnerable are advised to work from home and not to go into work. Individuals in this group will have been identified through a letter from the NHS or from their GP, and may have been advised to shield in the past. Staff should talk to their employers about how they will be supported, including to work from home where possible, during the period of national restrictions. All other staff should continue to attend work, including those living in a household with someone who is clinically extremely vulnerable.	√	Parents aware of school opening from 2nd September 2020 with staggered start and finish times. At current time no clinically vulnerable staff or pupils. Parents of pupils returning from holidays aboard where self isolation has been imposed have informed school and adhered to guidance. ● 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. ● Pregnant staff members – two members of staff currently on maternity leave not due to return until 2021. Additional Risk A	L

ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice **(Page 28 of 22) (R4)**			**DATE OF ASSESSMENT**	
HAZARDS (including inadequate / lack of arrangements)	**EXISTING CONTROL MEASURES**	**✓ if in place X if not**	**IF 'X' STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES**	**RESIDUAL RISK RATING** High, Medium, Low
	Individuals who were considered to be clinically extremely vulnerable and received a letter advising them to shield are now advised that they can return to work from 1 August as long as they maintain social distancing. Advice for those who are extremely clinically vulnerable can be found in the guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19. School leaders should be flexible in how those members of staff are deployed to enable them to work remotely where possible or in roles in school where it is possible to maintain social distancing. Further details will be sent to all schools and available on the Intranet. Staff and children who are clinically vulnerable or have underlying health conditions but are not clinically extremely vulnerable, may continue to attend school in line with current guidance. People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace.		● 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. All staff must sign to say they have read the risk assessments and will follow the guidelines outlined. 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 vulnerable persons via pupil or staff attending school	More evidence has emerged that shows there is a very low risk of children becoming very unwell from coronavirus (COVID-19), even for children with existing health conditions. Most children originally identified as clinically extremely vulnerable no longer need to follow original shielding advice. Parents should be advised to speak to their child's GP or specialist clinician if they have not already done so, to understand whether their child should still be classed as clinically extremely vulnerable. Those children whose doctors have confirmed they are still clinically extremely vulnerable are advised not to attend education whilst the national restrictions are in place. Schools will need to make	√	Parents aware of school opening from 2nd September 2020 with staggered start and finish times. At current time no clinically vulnerable staff or pupils. Parents of pupils returning from holidays aboard where self isolation has been imposed have informed school and adhered to guidance. All safeguarding concerns will continue to be reported to the schools DSL for action.	L

ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice **(Page 29 of 22) (R4)**			**DATE OF ASSESSMENT**	
HAZARDS (including inadequate / lack of arrangements)	**EXISTING CONTROL MEASURES**	**✓ if in place X if not**	**IF 'X' STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES**	**RESIDUAL RISK RATING** High, Medium, Low
	appropriate arrangements to enable them to continue their education at home. Children who live with someone who is clinically extremely vulnerable, but who are not clinically extremely vulnerable themselves, should still attend education. Parents of clinically extremely vulnerable children will be receiving a letter shortly confirming this advice. **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: • 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).		School Wellbeing Officer to continue to work with families for those who children are isolating. Home learning packs provided for those children in self isolation	

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	• 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. 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. Schools should monitor engagement with this activity (as set out in the section below). Where children are not able to attend school as parents are following clinical and/or public health advice, absence will not be penalised.			
Reference Documents: Please see links in main document which update automatically.				
ASSESSED BY (Print name) **J Marshall – Business Manager**		**SIGNED**		**DATE 28/01/2021**
LINE MANAGER Tina Murphy - Headteacher		**SIGNED**		**REVIEW DATE**