



RISK ASSESSMENT Coronavirus (Covid 19)

ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (REVISION 2) – 20/08/2020 (Page 1 of 39)		DATE OF ASSESSMENT 20/08/20
ESTABLISHMENT/SCHOOL Baldon School	SECTION/TEAM All	
WHO MIGHT BE HARMED? Employees, pupils, trainees, students and visitors		HOW MANY ARE AFFECTED 1000
<p>Steps to admitting the full cohorts of students back to school in September 2020 This document has been produced in conjunction with all Government guidance All risk has been assessed to minimise the spread of the virus as far as possible The risk assessment cannot guarantee safety of pupils and staff but if followed will mitigate risk as far as possible It is staff members’ responsibility read and understand this document and implement the measures described It is staff member’s responsibility to ensure that pupils adhere to all social distancing (SD) measures</p> <pre> graph LR A[Determine capacity of school building] --> B[Determine Staff available to work on-site] B --> C[Liaise with parents regarding intention to return pupils to school] C --> D[Undertake & review RAs & develop action plan] D --> E[Share re-opening plans with Governing Body and staff] E --> F[Make necessary adaptations to site] F --> G[Complete identified actions] G --> H[Inform parents of re-opening plans & expectations] </pre>		
<p>This Risk Assessment sets out the decisions taken and measures put in place to prepare for the phased re-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 • Management of Health and Safety at Work Regulations 1999 		

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ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (Page 2 of 39)				DATE OF ASSESSMENT
HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES	if in place <input type="checkbox"/> if not	IF <input checked="" type="checkbox"/> 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"> • 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' 				
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. 	Yes	Boldon Action: <ul style="list-style-type: none"> • Mitie have continued with daily and weekly checks around school in line with the contract • All external inspections have taken place. • All repairs have been undertaken via Mitie contractors • All PAT Testing conducted prior to Covid lockdown. • Insurance arranged via STC. • Staff room Fridge will be cleaned daily by Mitie, anti-bacterial wipes will be provided to clean microwave ovens. It will be the responsibility of each user to clean before and after use • Internet and computing facilities remain the responsibility of current provider - ICT in Schools. – School will antibacterial wipes to clean workstations before and after use. This will be the responsibility of the user. • All current school RA reviewed. • Covid 19 Policy shared with staff. • Appendix to current <u>Behaviour Policy</u> implemented. Behaviour expectations explained to parents via newsletter 05/06/20 & 17/07/20 • There may be incidents in school where social distancing is not safe to do so (e.g. in case of 	L

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			<p>fire). Where possible SD will be maintained if safe to do so at assembly point</p> <p>Main building</p> <ul style="list-style-type: none"> • The staffroom is a designated adult only zone. • For adults using this building – Safe Distance measures must be adhered to as far as possible. • It is the responsibility of all adults using this building to follow advice and guidance. • Use main lift stairwell at all times (Upstairs) - and try to avoid crossing other people on the stairs. • Use of kitchen – social distancing recommendations to be adhered to at all times • Use of toilet - 2 people in the main staff toilet room at time. It is staff responsibility to leave the toilet room and wait until it is clear of staff before entering and using the facilities. • In the male toilets, urinals will not be in operation and staff will use an isolated cubicle throughout this time. • Although this area is regularly cleaned, any areas used by adults within this building should be cleaned after use (with the exception of the toilet). 	

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			<p>Fire procedure:</p> <ul style="list-style-type: none"> The teacher in classroom bubbles is therefore to take charge of pupils and staff in their bubble and ensure everyone leaves the building. All other staff to ensure they leave the building as soon as possible. Reception staff to ensure a record of all visitors on site is available. It is essential that all visitors on site sign in at reception. No member of staff to enter building if a fire incident is in place unless they are trained as a fire warden. Fire evacuation point to remain as the school yard. 	
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	<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 stairwance 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</p>	<p>This document will be used as our operational & building RA</p>	<p>Boldon Action:</p> <ul style="list-style-type: none"> New internal layouts and access points agreed. Staff entrance - reception All pupils will enter the building via the rear yard. Year 12 & 13 will enter the building using the main entrance and sign in as usual. All students will enter the building in specific year groups (bubbles) and all year groups will have a staggered start, finish, break and lunch time. Classroom and office doors to be wedged open during use but left closed when 	<p>L</p>
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	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.		vacated. <ul style="list-style-type: none"> ● All staff have been issued with personal door handle openers which negates the use of hands touching doors. ● All doors to be wedged open when the reception area is staffed but closed when vacated. ● All External fire doors to remain closed, all internal fire doors will remain open via magnetic hold openers which will deactivate in the event of a fire, as per normal building practice. ● All fire escapes routes to be kept clear at all times, as per normal building practice. 	

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Risk of coronavirus infection spreading to children and staff due to inadequate infection control procedure	<p>Lead/Head teacher to regularly check the latest government advice for schools and to ensure the advice is shared and followed. See links for latest advice - Actions for education & childcare settings to prepare for wider opening from 1 June 2020.</p> <p>Teachers share key information about hygiene daily. HT, DHT and staff to remind children at the start of the day. Resources are 'Catch it, Bin it, Kill it' poster and handwashing video and other resources to teach pupils about hygiene – information posters are displayed around the school, toilet facilities and every classroom.</p> <p>Pupils, students, staff and visitors should wash their hands:</p> <ul style="list-style-type: none"> ● before leaving home ● on arrival at school ● after using the toilet ● after breaks and sporting activities ● before food preparation ● before eating any food, including snacks ● before leaving school ● Soap and water is more effective than using sanitisers <ul style="list-style-type: none"> ● Minimise contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend childcare settings, schools or colleges ● follow the COVID-19: cleaning of non-healthcare settings guidance ● ensure that sufficient handwashing facilities are available. Where a sink is not nearby, provide hand sanitiser in classrooms and other learning environments ● clean surfaces that children and young people are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, 	Yes	<p>Boldon Action:</p> <ul style="list-style-type: none"> ● Updates from DFE forwarded to HT from Head's PA. Both read info within the updates and action as necessary. Info shared with wider school population as necessary. ● All government guidelines have been taken into account when assessing the school for risk and for agreeing new building layout. ● Key hygiene information located around school. Prevent and symptoms information shared with pupils at the start of each term. Info shared on social media so all school population is aware of measures taken. ● Newsletter to parents 05/06/20, 17/07/20 and 21/8/20 - asking them to share good practice with pupils at home and to encourage the continuation of this behaviour at school. Letter lists these specific areas of advice. ● At additional cost to school, Employment of additional cleaner/ hours in school during the day to follow a specific cleaning routine. Additional cleaners to concentrate on ICT, Technology and music equipment and rooms that need to be reused. <p>Cleaning Information:</p>	Reduced to L By employment of additional cleaners

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	bannisters, more regularly than normal		<ul style="list-style-type: none"> • Cleaners will work in school 7.30 – 4.00pm around all areas of the school. • Mitie has produced a work schedule for cleaner to follow. Cleaning jobs/rota  June%20Cleaning%20rota.xlsx • Cleaner to pay particular attention to light switches and door handles. Copier machines should be cleaned before and after each user. Bacterial wipes will be provided for each unit. • After each use of school equipment, staff members are expected to wipe the item clean (eg photocopier, keyboard, telephone, etc). Anti - bacterial wipes will be provided in each working classroom to wipe down facilities after use. • Non classroom members of staff to wipe down their own work area, including chair, telephone, keyboard, at the end of each work shift. These areas will be cleaned by the cleaner but this is an additional cleaning measure. • Cleaners are provided with uniforms and PPE to wear during working hours and then taken home in wash bag. • Mitie will be supervising all cleaning in the school. • Mitie will ensure all cleaning in school will be 	

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			at the highest level. <ul style="list-style-type: none"> ● All classroom bubbles will have a hand sanitiser station. ● All pupils and staff members have access to soap and water - either in classroom bubble or in the toilet areas. ● Mitie will ensure cleaning equipment stock is monitored and replenished where required. ● All pupils are responsible for their own stationery wallets / equipment - items and bag should be cleaned by pupils at the end of each school day. ● School exercise books will be used during this period. No marking of work is expected during this period. ● Teacher to reinforce cleaning and hygiene messages during the day. ● Teachers to supervisor hand washing and hand sanitising. ● For all classroom bubbles and work areas - windows to be open during room use. ● Use of toilets - pupils will be supervised by staff. Staff to ensure no crowding of toilet areas and SD measures are maintained at all times. ● Bags are available to all staff who wish to change their clothing before going home. ● All pupils to ensure they wear clean recently washed clothes each day. ● All rooms to ensure windows and doors are open regularly to allow fresh air to circulate. 	

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			<ul style="list-style-type: none"> ● Paper towels to be provided as an alternative to hand dryers. ● Waste bins in each room and frequently emptied. ● All waste removed at end of each day. ● Ventilation and air conditioning units have been checked and maintained. ● IT4 will use Summer settings which circulates more fresh air than winter settings. Toilets have extract air only and classrooms fresh air supply from the windows. ● Where a known or suspected Covid 19 case has been reported, the affected areas will be sealed for 72 hours. The areas will then be deep cleaned and sanitised. All cleaning materials used will be placed in waste bags and stored in a secure location for a further 72 hours, before being disposed of. ● Goods entering the site will be stored for 72 hours before distribution to classrooms. ● Mini bus will not be used during this period. 	

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<p>Risk of coronavirus infection spreading to children and staff due to inadequate infection control procedure</p>	<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</p>			

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	Friday) or 10am to 4pm (Saturday to Sunday)			

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<p>Child/Adult is unwell and it is believed that they have been exposed to COVID-19.</p>	<p>If anyone develops coronavirus (COVID-19) symptoms of coronavirus in an education setting they must be sent home and advised to follow the staying at home guidance.</p> <ul style="list-style-type: none"> 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 of the child and 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. If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else. PPE should 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). In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care If a member of staff has helped someone who was taken unwell with symptoms of coronavirus, they do not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people. You can find guidance on cleaning in non-healthcare settings. <p>guidance-to-educational-settings-about-covid-19</p> <ul style="list-style-type: none"> What happens if there is a confirmed case of coronavirus in a 	<p>✓</p>	<p>Boldon Action:</p> <ul style="list-style-type: none"> Symptom advice shared on social media. “Do not attend ...” poster shared with parents. PPE (face masks/visors) available for use for all staff and pupils should it be required Staff and pupils can wear face coverings if they feel this is necessary, but is only compulsory for staff giving first aid. Staff and pupils wearing face covering are advised to: <ul style="list-style-type: none"> wash hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting face covering on and after removing it. Avoid touching face or face covering as you could contaminate them with germs from hands. Change face covering if it becomes damp or or you have been touching it. Continue to wash hands regularly. Change and wash face covering daily. If the material is washable, was in line with manufacturer's instructions. If it is not washable - dispose of it carefully in the normal waste. Practise SD whenever possible. Any child showing any symptoms will be taken to await their parent’s collection. 	

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	<p>setting?</p> <p>When a child, young person or staff member develops symptoms compatible with coronavirus, they should be sent home and advised to self-isolate for 7 days. Their fellow household members should self-isolate for 14 days. All staff and students who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus, and are encouraged to get tested in this scenario.</p> <p>Where the child, young person or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation.</p> <p>Where the child, young person or staff member tests positive, the rest of their class or group within their childcare or education setting should be sent home and advised to self-isolate for 14 days. The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms.</p> <p>As part of the national test and trace programme, if other cases are detected within the cohort or in the wider setting, Public Health England’s local health protection teams will conduct a rapid investigation and will advise schools and other settings on the most appropriate action to take. In some cases a larger number of other children, young people may be asked to self-isolate at home as a precautionary measure – perhaps the whole</p>		<p>Procedure for pupils with symptoms</p> <ul style="list-style-type: none"> ● Pastoral staff take child to treatment room. ● First aider to go to treatment room ● When first aider arrives, they put on all necessary PPE equipment. ● Once first aider is prepared, classroom staff can now return to their classroom. ● First aider to stay with child until collected. ● Reception 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. If a parent is unable or unwilling to collect their child immediately, reception staff will inform member of SLT immediately and this will be dealt with as a safeguarding issue. ● Once area is clear after use, first aider to inform reception staff and tannoy system will be used to inform cleaner of cleaning requirement. ● Full area not to be used until cleaning is carried out. <p>Person with symptoms -</p> <ul style="list-style-type: none"> ● Parent MUST organise a test ● Positive result = 10 days isolation AND all other people in their bubble & other people they have been in contact with(eg transport) to be tested 	

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	<p>class, site or year group. Where settings are observing guidance on infection prevention and control, which will reduce risk of transmission, closure of the whole setting will not generally be necessary.”</p>		<ul style="list-style-type: none"> ● Negative result = proof to be given to school before anyone in the bubble is allowed back to school <p>Rest of people in bubble:</p> <ul style="list-style-type: none"> ● Sent home with recommendation of having a test ● If above person comes back positive - they MUST have a test and follow Public Health guidelines - 10 days isolation ● If above person comes back negative - they can come back to school <p>Normal first aid:</p> <ul style="list-style-type: none"> ● Normal first aid to be only carried out in this area. ● Pastoral staff to take child to first aid area and telephone named first aider to come over to building. ● Child to sit near window, with window open. ● When first aider arrives, they put on all necessary PPE equipment. ● Once first aider is prepared, classroom staff can now return to their classroom. ● EMI to ensure all first aid kits are checked on a weekly basis and supplies replenished. ● First aiders to follow government guidelines. ● First aiders must wash their hands or use hand sanitiser before and after treating a casualty. ● First aiders to consider cross contamination 	

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			<p>that could occur which was covered in their training.</p> <ul style="list-style-type: none"> • All waste will be disposed of by cleaner during the day. This is part of her work schedule. • 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 measure of 2 metres may have to be breached to facilitate treatment by close and direct contact • First aiders must assess the injured party from a distance of 2 metres and where treatment has been identified as required first aiders must wear latex free protective gloves and protective face masks whilst treating any type of injury or casualty and must wash hands immediately after treatment has been completed. • 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 areas used during this process before returning to classroom bubble. <p>Administration of medication:</p> <ul style="list-style-type: none"> • Administration of medication will be performed in the usual manner, ensuring SD 	

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HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES	if in place <input type="checkbox"/> if not	IF <input checked="" type="checkbox"/> STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES	RESIDUAL RISK RATING High, Medium, Low
			<p>measures at all times.</p> <ul style="list-style-type: none"> First Aider or SLT will administer medication as required to those pupils who require it. Areas used or touched during first aid will be cleaned by first aider before returning pupil to classroom. Gloves must be worn during this process and hands washed before and after process. All areas used during this process must be cleaned by staff member administering the medication. <p>Cleaning of toilets after use:</p> <ul style="list-style-type: none"> Toilet breaks will be provided to students, after each period Mitie will clean all touch points in toilet areas. Full clean of the toilet areas will be carried out at the end of the working day. Disabled toilet will be used by pupils needing to use it whilst in the first aid area. This area will be deep cleaned after each use. In the event of suspected COVID, the area will be sealed for 72 hours. The room will then be deep cleaned and all materials used will be bagged and stored in a secure location for a further 72 hour before disposal. 	
Risk of coronavirus infection spreading to shielded and	Current evidence suggests (PHE and DHSC) that schools are not currently considered high risk settings when compared to other workplace environments. Rates of community transmission of coronavirus (COVID-	✓	<p>Boldon Actions:</p> <ul style="list-style-type: none"> HT will follow all advice given by Government and LA HR on who can return to work and 	

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ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (Page 17 of 39)	DATE OF ASSESSMENT
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HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES	if in place <input type="checkbox"/> if not	IF <input checked="" type="checkbox"/> STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES	RESIDUAL RISK RATING High, Medium, Low
clinically vulnerable adults	<p>19) are now reduced to levels below those seen when shielding was introduced, and shielding measures will be paused from 1 August 2020, with the exception of areas where local lockdown means that shielding will continue. It is therefore appropriate for teachers and other school staff to return to their workplace setting. Accordingly, we expect that staff who need to will attend school.</p> <p>From 1 August, wider government policy on going to work is expected to change, with employers to be given more discretion about where staff work. Most school-based roles are not ideally suited to home working and schools may expect most staff to return to work in settings. Some roles, such as some administrative roles, may be conducive to home working, and school leaders should consider what is feasible and appropriate. All staff should follow the measures set out in the system of controls section of this guidance to minimise the risks of transmission. This includes continuing to observe good hand and respiratory hygiene and maintaining social distancing in line with the provisions as set out in current government guidance.</p> <p>School leaders should explain to staff the measures the school is putting in place to reduce risks. We anticipate adherence to the measures in this guidance will provide the necessary reassurance for staff to return to schools.</p> <p>If staff are concerned, including those who may be clinically vulnerable, clinically extremely vulnerable or at increased comparative risk from coronavirus, we recommend school leaders discuss any concerns individuals may have around their particular circumstances and reassure staff about the protective measures in place.</p> <p>Staff who are clinically extremely vulnerable</p> <p>Rates of community transmission of coronavirus (COVID-19) are now reduced to levels below those seen when shielding was introduced. Shielding measures will therefore be paused from the 1 August 2020, with the exception of areas where local lockdown means that shielding will</p>	<input type="checkbox"/>	<p>who should remain at home.</p> <ul style="list-style-type: none"> ● All staff to resume full timetable responsibilities. ● All staff will be back to school in September 2020. ● In exceptional circumstances remote working will be completed where possible. ● HT has written to all staff who cannot work during this period due to health concerns. ● Where shielding is required, copy of government letter presented and are not expected to work in school building. ● RA to be shared with all school staff; asking all staff members to read the document and reply to say they have done so. Even if a staff member does not reply to say they have read the document, it will be assumed that they have done so and are willing to follow all guidelines outlined. It is felt that as part of the staff team of Boldon School, it is staff's professional responsibility to read this document. ● If a staff member does not agree with any part of the RA, they are to email the Head's PA with their concerns. These will be discussed with HT and other SLT and answer given as soon as possible. ● Staff have been and will continue to be given opportunity to raise any concerns they have around their safety via email to Senior leaders or via (union advice). 	

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ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (Page 18 of 39)	DATE OF ASSESSMENT
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HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES	if in place <input type="checkbox"/> if not	IF <input checked="" type="checkbox"/> STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES	RESIDUAL RISK RATING High, Medium, Low
	<p>continue. Therefore, we advise that those who are clinically extremely vulnerable can return to school in September 2020 provided their school has implemented the system of controls outlined in this document, in line with the school's own workplace risk assessment. In all respects, the clinically extremely vulnerable should now follow the same guidance as the clinically vulnerable population, taking particular care to practise frequent, thorough hand washing, and cleaning of frequently touched areas in their home and/or workspace.</p> <p>Staff who are clinically vulnerable</p> <p>Clinically vulnerable staff can return to school in September. While in school they should follow the sector-specific measures in this document to minimise the risks of transmission.</p> <p>This includes taking particular care to observe good hand and respiratory hygiene, minimising contact and maintaining social distancing in line with the provisions set out in section 5 of the 'Prevention' section of this guidance. This provides that ideally, adults should maintain 2 metre distance from others, and where this is not possible avoid close face to face contact and minimise time spent within 1 metre of others. While the risk of transmission between young children and adults is likely to be low, adults should continue to take care to socially distance from other adults including older children/adolescents.</p> <p>People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace.</p> <p>Staff who are pregnant</p> <p>Pregnant women are in the 'clinically vulnerable' category, and are generally advised to follow the above advice, which applies to all staff in schools. Employers should conduct a risk assessment for pregnant women in line with the Management of Health and Safety at Work Regulations 1999 (MHSW) https://www.southtyneside.gov.uk/article/36422/Health-and-Safety-Manual-2019 - see Section 3.10 and Appendix F.</p> <p>The Royal College of Obstetrics and Gynaecology (RCOG) has published</p>		<ul style="list-style-type: none"> • All affected staff members have been kept up to date with developments and have been contacted by the HT. • All staff encouraged to express any concerns regarding health and safety to Senior leadership team. • Staff can wear face coverings at any time in the staffroom, walking through the school and in attendance at any meeting / cpd programme. 	

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ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (Page 19 of 39)	DATE OF ASSESSMENT
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HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES	if in place <input type="checkbox"/> if not	IF <input checked="" type="checkbox"/> STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES	RESIDUAL RISK RATING High, Medium, Low
	<p>occupational health advice for employers and pregnant women. This document includes advice for women from 28 weeks gestation or with underlying health conditions who may be at greater risk. We advise employers and pregnant women to follow this advice and to continue to monitor for future updates to it.</p> <p>Staff who may otherwise be at increased risk from coronavirus (COVID-19) Some people with particular characteristics may be at comparatively increased risk from coronavirus (COVID-19), as set out in the COVID-19: review of disparities in risks and outcomes report, which looked at different factors including age and sex, where people live, deprivation, ethnicity, people’s occupation and care home residence. These staff can return to school in September as long as the system of controls set out in this guidance are in place. The reasons for the disparities are complex and there is ongoing research to understand and translate these findings for individuals in the future.</p> <p>People who live with those who have comparatively increased risk from coronavirus (COVID-19) can attend the workplace.</p>			
Risk of coronavirus infection spreading to shielded and clinically vulnerable persons via pupil or staff attending school	<p>Pupils who are shielding or self-isolating</p> <p>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:</p> <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 		<ul style="list-style-type: none"> • All students are expected to be back to school in September 2020. • The school will contact all students classed as vulnerable to discuss the safe return to school. • A risk assessment will be completed for all students who are classed as clinically vulnerable and extremely clinically vulnerable, these documents will be reviewed on a termly basis. 	

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ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (Page 20 of 39)	DATE OF ASSESSMENT
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HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES	if in place <input type="checkbox"/> if not	IF <input checked="" type="checkbox"/> STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES	RESIDUAL RISK RATING High, Medium, Low
	<p>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</p> <ul style="list-style-type: none"> • 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>		<ul style="list-style-type: none"> • Students who are deemed unable to attend school will be expected to work remotely and relevant work and support will be given to these students on a weekly basis. A review will take place every term to identify strengths and areas to improve. 	

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<p>Risk of coronavirus infection spreading due to large class sizes and reduced space</p>	<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. 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"> • Classes should normally be split in half, with no more than 15 pupils per small group and one teacher (and, if needed, a teaching assistant). • 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. 	<p>✓</p>	<ul style="list-style-type: none"> • No EY pupils. • Pupils within a special needs school will require more reminders of all measures than mainstream pupils. • All rooms in use will have posters and health information on display - specifically targeted at pupils. • Each day will start with teacher asking - have you displayed any of these symptoms since you left school last night. Symptoms - a new, continuous cough, a high temp, loss of taste and/or smell. <p>Actions performed by school to ensure contact between people is kept to a minimum:</p> <p>We have produced a comprehensive guide for all staff, students and parents to ensure detailed information is given to all stakeholders. The link is attached below.</p> <p>Information on the following aspects is contained within the link:</p> <ul style="list-style-type: none"> • Organisation of year group bubbles and minimum movement around school • Staggered Entrance and Exits to the building • Lunch and break times • School Meals • Attendance and Uniform 	

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ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (Page 22 of 39)	DATE OF ASSESSMENT
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HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES	if in place <input type="checkbox"/> if not	IF <input checked="" type="checkbox"/> STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES	RESIDUAL RISK RATING High, Medium, Low
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			<p>Reception area / sign in & out area</p> <ul style="list-style-type: none"> • The electronic sign in system will not be used during this period. A sign will be placed on screen stating Do Not Use. • Pens and other equipment must not be shared within reception areas. Visitors will sign in using their own pens. • All staff must enter via the reception area on arrival and at the end of the day. • Essential visitors - reception staff to sign them in and out on paper record. • Visitors to school are discouraged but it is acknowledged that some visitors are necessary. Visitors are deemed to be any adult who is not on the school payroll (including Governors). • All staff to ensure if they are expecting a visitor - they must inform reception staff to add to the calendar. Visitors will not be admitted into building unless they are in the calendar. • All staff members and visits to use hand sanitiser upon leaving the reception area. <p>Yard & outdoor space</p> <ul style="list-style-type: none"> • Student will have access to the yard during breaks and lunchtimes. The outdoor gym equipment is out of use at all times. Staff will supervise this area at 	
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			<p>all times during breaks and lunchtimes. When more than 1 year group are using the yard at lunchtime, the yard will be split so students remain in their bubbles.</p> <p>Transport</p> <ul style="list-style-type: none"> ● Masks must be worn by adults and pupils whilst on transport. ● PPE has been given to transport contractor. ● The use of masks is mandatory - NB highest rate of death from virus is with bus and taxi drivers. ● All pupils (with consent) to use hand sanitiser before entering transport. ● All pupils will be allocated a seat on transport and they must stay in this seat, with their seatbelt on, for the duration of transport. If a pupil refuses to sit in allocated seat or refuses to wear a seat belt, this will be reported to SLT. SLT will discuss with parents. ● Transport will have the right to refuse entry into their vehicle of any pupil who continually refuses to follow these rules. <p>Cleaning Cleaner will work in school 7.30 – 3.30 around all areas of the school.</p> <p>Cleaning jobs/rota</p>	

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ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (Page 24 of 39)	DATE OF ASSESSMENT
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			<div style="text-align: center;">  Cleaning%20rota.xlsx </div> <p>Cleaning of toilets after use:</p> <ul style="list-style-type: none"> Toilet breaks will be provided to students, after each period Mitie will clean all touch points in toilet areas. Full clean of the toilet areas will be carried out at the end of the working day. Sick bay / first aid area -disabled toilet will be used by pupils needing to use it whilst in the sick bay/first aid area. This area will be deep cleaned after each use. In the event of suspected COVID, the area will be sealed for 72 hours. The room will then be deep cleaned, and all materials used will be bagged and stored in a secure location for a further 72 hour before disposal. <p>Please note information throughout this document regarding cleaning of specific areas.</p>	
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DATE OF ASSESSMENT

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Risk of coronavirus infection spreading due to large class sizes and reduced space	<p>Secondary schools and colleges, the same principle of halving classes will normally apply:</p> <ul style="list-style-type: none"> It is also sensible to rearrange classrooms and workshops with sitting positions 2 metres apart. Where very small classes might result from halving, it would be acceptable to have more than half in a class, provided the space has been rearranged. Again, support staff may be drawn on in the event there are teacher shortages, working under the direction of other teachers in the setting. Ensure safe entrance and exit routes with appropriate signage in place. <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 	✓	Information on the organisation of the day is contained within the student and parent booklet attached.	
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, 	✓	<ul style="list-style-type: none"> Pupil bubbles will stay together for the full day. Teaching staff will move from classroom to classroom to teach 	

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ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (Page 26 of 39)	DATE OF ASSESSMENT
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	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) <ul style="list-style-type: none"> 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 		<ul style="list-style-type: none"> Cleaning rota followed. 	
Risk of coronavirus infection spreading due to large class sizes and reduced space	Reduce mixing within education or childcare setting by: <ul style="list-style-type: none"> accessing rooms directly from outside where possible 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) 	✓	Boldon Action: <ul style="list-style-type: none"> Establishment of year group bubbles. Separate pupil entrance and exist. Timetable of outdoor time Use of hand sanitiser on arrival into classroom (with consent). Lunches taken in year group bubble. Classroom staff to supervise toilet visits - to ensure no overcrowding of these areas. Classroom staff to supervise hand washing. During lesson changeover members of SLT and the pastoral team will supervise school corridors. 	
Risk of coronavirus infection spreading due to large class sizes and reduced space	Use outside space: <ul style="list-style-type: none"> for exercise and breaks – Non Y10 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 	✓	Boldon Action: <ul style="list-style-type: none"> Outdoor gym out of bounds - locked. No shared areas apart from toilets, bistro, and break out - and these will be used under staff supervision and allocated to year group bubbles. 	

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ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (Page 27 of 39)				DATE OF ASSESSMENT
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	<p>settings</p> <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 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 • stagger the use of staff rooms and offices to limit occupancy. 			
	<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 	✓	<p>Boldon Actions:</p> <ul style="list-style-type: none"> • See above re individual and classroom resources. • Reception staff to sign people in and out - no use of shared materials in reception. • Additional cleaning has been organised. • All year group bubbles have been developed to have essential teaching equipment within each base. 	

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ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (Page 28 of 39)				DATE OF ASSESSMENT
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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 		<p>Boldon Action:</p> <ul style="list-style-type: none"> ● PPE available for all staff and pupils wishing to use it. ● PPE must be used by first aiders ● Masks must be used in transport <p>Email sent to all staff as on how to use PPE equipment.</p> <ul style="list-style-type: none"> ● No practical lessons to be undertaken at present. If wishing to hold practical lessons, staff member should present a risk assessment of lesson to SLT for consideration. 	
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>		<ul style="list-style-type: none"> ● Mental Health Champions appointed before Covid 19. All staff aware of MHC. ● MH Taskforce set up - chaired by safeguard lead to ensure all staff and pupils' mental health is considered at each point of implementation of RA ● Staff given regular updates and emails sent stating SLT and MHC are always available to speak to. ● MHC VHA - to offer appointments to any member of staff wishing to seek advice, guidance or to talk through their thoughts. ● Continued use of the Zen room for those who need a space to themselves at any given point of time. Staff to let Mitie know if the room has been used so it can be cleaned appropriately. 	

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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 <input type="checkbox"/> if not	IF <input checked="" type="checkbox"/> 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 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 and the DFE reopening of schools in the Autumn 2020 document when planning their travel. ensure that transport arrangements cater for any changes to start and finish times make sure transport providers do not work if they or a member of their household are displaying any symptoms of coronavirus make sure transport providers, as far as possible, follow hygiene rules and try to keep distance from their passengers take appropriate actions to reduce risk if hygiene rules and social distancing is not possible, for example when transporting children and young people with complex needs who need support to access the vehicle or fasten seatbelts <p>LAs or transport providers could consider the following:</p> <ul style="list-style-type: none"> guidance or training for school transport colleagues substituting smaller vehicles with larger ones, or running 2 vehicles rather than one, where possible, to reduce the number of passengers per vehicle and increase the amount of space between passengers cordoning off seats and eliminating face-to-face seating, where vehicle capacity allows, to help passengers spread out communicating revised travel plans clearly to contractors, local authorities and parents where appropriate (for instance, to agree pick-up and drop-off times) 	✓	<p>Boldon Action:</p> <ul style="list-style-type: none"> Transport conducted by LA transport contractor Contractor fully briefed on school requirements. SD measures in all cases to be followed. Masks must be worn on the school bus Sanitiser (with consent) to be given to pupils before entering transport. Escort to open doors for pupils and ensure safe seating arrangements are in place when entering the bus. Students will be encouraged to sit in year group bubbles on the school bus. LA transport contractor to follow STC RA for transport. Transport to arrive at school no earlier than 8.15am See above re allocation of seats and seat belt use. SLT to inspect transport measures on a regular basis. 	
Risk of coronavirus infection spreading	To help ensure that the risk of virus spread for both staff and children is as low as possible you should:	✓	Boldon Actions:	

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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 <input type="checkbox"/> if not	IF <input checked="" type="checkbox"/> STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES	RESIDUAL RISK RATING High, Medium, Low
to children and staff at schools	<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) • 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>		<ul style="list-style-type: none"> • Visitors will follow strict social distancing guidance as mentioned on arrival at the school. Some meetings are essential but we will keep the organisation of meeting to a minimum during this time. • Visitors must sanitise their hands before leaving reception area. • Interactions between staff, pupils, contractors and visitors to be kept to absolute minimum and work completed remotely where possible. • Signage on the gate to ask anyone with symptoms not to enter the premises. • Meetings will be scheduled into school calendar and appointments added to sign in system by reception staff. • No visitor will be allowed on premises unless they have an appointment in the calendar. All staff to ensure they add any appointments into school calendar. • Parents visiting the school site must adhere to SD procedures. • Parents dropping off and collecting pupils - to arrive no earlier than 5 minutes before their child's start to the day and remain within own car. • Deliveries to be taken directly to hall. 	
Lack of first aid provision due to staff shortages	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	✓	<p>Boldon Action:</p> <ul style="list-style-type: none"> • See above re first aid. • First Aid staff rota to ensure all medical needs 	

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ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (Page 31 of 39)				DATE OF ASSESSMENT
HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES	if in place <input type="checkbox"/> if not	IF <input checked="" type="checkbox"/> STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES	RESIDUAL RISK RATING High, Medium, Low
	<p>(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. https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2/early-years-foundation-stage-coronavirus-disapplications</p>		<p>will be taken care of by staff working on each day.</p> <ul style="list-style-type: none"> • 	
Risk of coronavirus infection spreading to children and staff due to lack of PPE	<p>The majority of staff in education settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others. PPE is only needed in a very small number of cases including:</p> <ul style="list-style-type: none"> • children, young people and students whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way • if a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. • If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting and staff cannot maintain a 2m distance and there is a risk of them being splashed with spit/saliva then there may be a case for PPE given we are now in sustained community transmission. A surgical mask should be worn and a risk assessment made over eye protection (it's possible that this would be needed if pupil spitting). If any direct contact/care provided then disposable aprons and gloves should also be used... a face visor may be the better option. • Education, childcare and children's social care settings and providers 	✓	<p>Boldon Action:</p> <ul style="list-style-type: none"> • PPE is available (face masks/ visors) for all to use if requested. • Instructional video emailed to staff. • All staff aware of RA and its content. • All staff to follow all advice within this document - control measures & actions. 	

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ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (Page 32 of 39)				DATE OF ASSESSMENT
HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES	if in place <input type="checkbox"/> if not	IF <input checked="" type="checkbox"/> STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES	RESIDUAL RISK RATING High, Medium, Low
	<p>should use their local supply chains to obtain PPE. Where this is not possible, and there is unmet urgent need for PPE in order to operate safely, they may approach their nearest local resilience forum or contact Philip Dixon PPE.Supplies@southtyneside.gov.uk for any PPE – explain your reasoning from your RA.</p>			
<p>Failure to use test and trace leading coronavirus infection spreading to children and staff</p>	<p>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:</p> <ul style="list-style-type: none"> • 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) <p>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</p>			

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ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (Page 33 of 39)	DATE OF ASSESSMENT
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HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES	if in place <input type="checkbox"/> if not	IF <input checked="" type="checkbox"/> STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES	RESIDUAL RISK RATING High, Medium, Low
	<p>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, 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> <p>Schools should ask parents and staff to inform them immediately of the results of a test:</p> <ul style="list-style-type: none"> • 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 14 days. <p>Local PH contacts:</p> <ul style="list-style-type: none"> • The Covid inbox should be used in the first instance to direct any 			

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ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (Page 34 of 39)				DATE OF ASSESSMENT
HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES	if in place <input type="checkbox"/> if not	IF <input checked="" type="checkbox"/> STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES	RESIDUAL RISK RATING High, Medium, Low
	<p>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.</p> <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.</p> <p>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.</p> <p>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:</p> <ul style="list-style-type: none"> direct close contacts - face to face contact with an infected individual 			

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ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (Page 35 of 39)	DATE OF ASSESSMENT
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HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES	if in place <input type="checkbox"/> if not	IF <input checked="" type="checkbox"/> STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES	RESIDUAL RISK RATING High, Medium, Low
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	<p>for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)</p> <ul style="list-style-type: none"> 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 <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.</p> <p>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:</p> <ul style="list-style-type: none"> 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 			
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ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (Page 36 of 39)	DATE OF ASSESSMENT
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HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES	if in place <input type="checkbox"/> if not	IF <input checked="" type="checkbox"/> STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES	RESIDUAL RISK RATING High, Medium, Low
	<p>days.</p> <ul style="list-style-type: none"> • 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’ <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) 			

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HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES	if in place <input type="checkbox"/> if not	IF <input type="checkbox"/> 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	<p>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.</p> <p>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.</p>			
Risk of coronavirus infection spreading to children and staff due to poor communication	<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) ● 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) 	✓	<p>Boldon Actions:</p> <ul style="list-style-type: none"> ● Signage on gate / main entrances - do not enter if you have any of these symptoms ... ● Letter to parents explaining measures and drop off procedures ● Tutors will ask all pupils on arrival in tutorial - have you displayed any of these symptoms since you left school last night? ● Video on social media week beginning 08/06/20 explaining procedures and measures to parents and pupils - advice to be included re not attending if anyone has any symptoms. All students will have a hygiene assembly on return to school in September 	

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HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES	if in place <input type="checkbox"/> if not	IF <input checked="" type="checkbox"/> 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"> also think about engaging parents and children in education resources such as PSHE 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 	<input type="checkbox"/> if not	2020. <ul style="list-style-type: none"> Mitie cleaning to continue Additional school cleaning has been introduced. 	
Spread of virus during Science, DT and food technology, Physical education lessons	<p>CLEAPSS updated their guidance for schools returning in September. The key guide schools are to follow is CLEAPSS (Consortium of Local Education Authorities for the Provision of Science Services) COVID-19 (Coronavirus) in Schools - Returning in September Guidance (20/08/2020), and guide GL343 should be read alongside all of our COVID-19 guidance (see below for list).</p> <p>If staff cannot appropriately respond to accidents due to maintaining social distancing, or are in non-laboratory-based areas where H&S measures cannot be adhered to (such as access to running water), then use of equipment by pupils/staff should not occur.</p> <p>Any equipment required must be prepared at least 72 hours in advance of</p>	<input type="checkbox"/> if not		

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	<p>use and stored where it cannot be contaminated by touch/aerosols. Equipment must then be returned to this position and not touched for at least 72 hours for cleaning. If resources require cleaning before 72 hours, they must not be used (eg. biological samples that may decompose and release fungal spores into the air).</p> <p>Technician/Teaching Staff must wash/sanitise hands before and after use of the equipment.</p> <p>Transporting equipment around the school should be kept to a minimum, to reduce the technician's contacts/social interactions and to reduce the opportunity for accidents to occur.</p> <p>Pupils must not touch the equipment if they cannot maintain social distancing with staff/other pupils or require sharing of equipment.</p> <p>Primary schools should refer to the primary website for their guidance.</p> <p>DT Staff should refer to our DT website for their guidance.</p> <p>Science Staff should refer to the Science website for their guidance.</p> <p>CLEAPSS during COVID-19</p> <p>The CLEAPSS office is open Tuesday to Thursday, and helplines are dealt with Monday to Friday 8.30am to 5.30pm.</p> <p>We will continue to answer ALL helplines and continue to develop both emergency guidance for COVID-19 and longer-term developmental guides across all the areas we cover.</p>			

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HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES	if in place <input type="checkbox"/> if not	IF <input type="checkbox"/> STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES	RESIDUAL RISK RATING High, Medium, Low
	<p>If you have an EMERGENCY i.e. pupil with chemical in their eye, a chemical spill, or radioactive issue. Then please call 07565 114 059 (available 8.30am-5.30pm weekdays)</p> <p>If you have a COVID-19, technical or subject based question. Then please email it to science@cleapss.org.uk.</p> <p>Please do NOT call the above mobile numbers with routine questions. List any additional control measures Staff sickness procedure:</p> <ul style="list-style-type: none"> ● If any staff member is feeling unwell - they must inform HT / DHT and Head's PA (even if they are not on rota to attend school building). ● If the illness relates to Covid 19, if they have been in school building during past 14 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 14 days. ● Staff member must arrange a test and will only be allowed back to work on production of negative result or after 14 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"> ● Mitie to ensure grounds are kept in a safe and secure manner. <p>PE staff to refer to AfPE guidelines and individual sports association.</p> <p>All students to arrive to school in PE kit, no changing rooms to be used.</p> <p>PE equipment to be stored in a designated changing room for each year</p>			

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HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES	if in place <input type="checkbox"/> if not	IF <input checked="" type="checkbox"/> STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES	RESIDUAL RISK RATING High, Medium, Low
	<p>group bubble and will only be used by that year group.</p> <p>No swimming will be conducted by secondary school students during the first half term- this will then be reviewed using government guidelines</p> <p>Primary school swim students to enter facility through fire exit and only use changing facilities when leaving. Once changed to leave through main mitie sports entrance.</p>			
<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 inform HT / DHT and Head's PA (even if they are not on rota to attend school building). ● If the illness relates to Covid 19, if they have been in school building during past 14 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 14 days. ● Staff member must arrange a test and will only be allowed back to work on production of negative result or after 14 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"> ● Mitie to ensure grounds are kept in a safe and secure manner. 			

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ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (Page 42 of 39)				DATE OF ASSESSMENT	
HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES	if in place <input type="checkbox"/> if not	IF <input checked="" type="checkbox"/> STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES	RESIDUAL RISK RATING High, Medium, Low	
<p>Reference Documents: 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> <p>COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable</p> <p>staying-at-home-and-away-from-others</p> <p>Early Years Foundation Stage</p> <p>covid-19-guidance-for-the-public-on-mental-health-and-wellbeing</p> <p>Coronavirus (COVID-19): safer travel guidance for passengers</p> <p>social-distancing guidelines</p> <p>https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2/early-years-foundation-stage-coronavirus-disapplications</p> <p>PPE</p> <p>COVID-19: guidance for households with possible coronavirus infection</p> <p>PHE schools resources</p> <p>Working safely during coronavirus</p>					
ASSESSED BY (Print name)			SIGNED	DATE	

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ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (Page 43 of 39)				DATE OF ASSESSMENT	
HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES	<input type="checkbox"/> if in place <input type="checkbox"/> if not	IF <input checked="" type="checkbox"/> STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES	RESIDUAL RISK RATING High, Medium, Low	
LINE MANAGER			SIGNED	REVIEW DATE	

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