



ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice

| HAZARDS (including inadequate / lack of arrangements) | EXISTING CONTROL MEASURES | Yes if in place No if not | IF '☐' STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES | RESIDUAL RISK RATING High, Medium, Low |
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ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice
(REVISION 2) – 03.06.2020 **(Page 1 of 24)**

DATE OF ASSESSMENT
03.06.2020

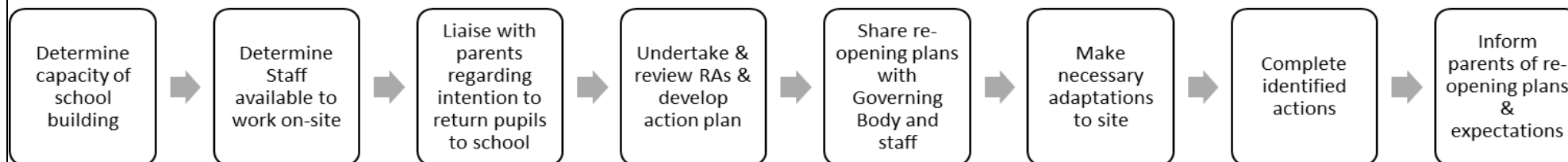
ESTABLISHMENT/SCHOOL
St Matthew’s RC Primary School

SECTION/TEAM
All

WHO MIGHT BE HARMED? Employees, pupils, contractors and visitors

HOW MANY ARE AFFECTED?
1 up to 250

Steps of admitting more pupils (school has been open for approx 10 key worker and vulnerable children each day during lockdown)
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 to read and understand this document and implement the measures described
It is staff members’ responsibility to try and ensure that pupils adhere to social distancing (SD) measures where appropriate.



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| <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 199 ● Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 ● First Aid Regulations 1981 ● The Health Protection (Notification) Regulations 2010 ● Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities' | | | | |
| <p>Premises and equipment, water, etc. not maintained to statutory requirements:</p> | <p>Premises and utilities have been health and safety checked and building is compliant</p> <ul style="list-style-type: none"> ● Water treatments ● Fire alarm testing ● Repairs ● PAT testing ● Fridges and freezers ● Boiler/ heating servicing ● Internet services | <p>Yes</p> | <ul style="list-style-type: none"> ● Site Supervisor (SS) has continued with daily and weekly checks around school in line with his job description. ● All external inspections have taken place as arranged. ● All repairs are undertaken via STC Asset Management or certified contractor ● PAT Testing completed in line with regulations ● Fridges and microwave ovens currently available to staff to be thoroughly cleaned at the end of each day in line with current regulations ● Boiler and heating serviced by STC in accordance with regulations 03/06/2020 ● Internet and IT support provided by Smart IT | <p>L</p> |

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| | <ul style="list-style-type: none"> Any other statutory inspections Insurance covers reopening arrangements Fire Risk Assessment and evacuation procedures reviewed and disseminated to all staff. | | <ul style="list-style-type: none"> All current school RA reviewed. Covid 19 Policy shared with staff. There may be incidents in school where social distancing is not safe to do so (eg in case of fire). Where possible SD will be maintained. Use of staff kitchen area - only 1 person allowed at a time. Use of toilet - 1 person in the toilet room at time. If on entering the toilet room - you note the use of one of the toilets - it is staff responsibility to leave the toilet room and wait until it is clear of staff before entering and using the facilities <p>Fire procedure:</p> <ul style="list-style-type: none"> The teacher/class lead in each classroom bubble is 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. Admin staff to ensure a record of all staff on site is available. It is essential that all staff on site sign in to school reception staff. Teacher to inform reception staff of any missing people from their bubble No member of staff to enter building if a fire incident is in place unless they are trained as a fire warden. Admin staff/SS to telephone 999 emergency services as soon as possible. | |

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| | | | <ul style="list-style-type: none"> • Fire evacuation point to remain as school playground. | |
| | <p>A 'BUILDING RA COVID' assessment has been completed for the general running of the building.</p> <p>NB: TWFRS who has confirmed that wedging doors open is not best practice, however due to the COVID-19 crisis wedging classroom doors can be done, but cross corridor doors and doors leading on to a fire escape or stairway must remain in the closed position at all times</p> <p>Any door wedged open must have the wedge removed when the class is vacant even for the shortest period and the school must risk assess this.</p> <p>As for installing barriers in front of doors this is not acceptable under any circumstance, should an area need to be segregated then the use of signage and Fire Exit Door Security Seals should be used which would snap if the door is forced open allowing anyone emergency egress if necessary.</p> | Yes | <ul style="list-style-type: none"> • New access point for key worker child care provision agreed.(Breakfast Club entrance to Hall) • Staff entrance – Main reception area • Pupil entrances via Reception Class Entrance, Infant Entrance, Junior Entrance or Hall Entrance • Rooms to be well ventilated at all times, classroom exit doors can remain open as agreed with TWFRS • Internal Fire exit doors have Magna Lock safety features so can remain open where necessary to maintain segregation and safety, will close on alarm sounding. • All fire escapes routes to be kept clear at all times, as per normal building practice. | L |

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| <p>Risk of coronavirus infection spreading to children and staff due to inadequate infection control procedure</p> | <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 SLT to remind children at the start of the day. Resources are 'Catch it, Bin it, Kill it' poster and handwashing video and e-Bug resources to teach pupils about hygiene – information posters are displayed around the school 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, bannisters, more regularly than normal | <p>Yes</p> | <ul style="list-style-type: none"> • Daily updates from DFE forwarded to all staff by HT • All government guidelines have been taken into account when assessing the school for risk and for agreeing one new access and exit point in the building layout. • Key hygiene information located around school. The Virus, prevent and symptoms information shared with pupils at the start of each day. • Letter to parents - 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. <p>Cleaning Information:</p> <ul style="list-style-type: none"> • Normal cleaning hours have been adjusted to enable a cleaner/caretaker to be on site during lunch period of the school day. • Cleaners to pay particular attention to telephones, copier machines, door handles and doors and keyboards. • After each use of school equipment, staff members are expected to wipe the item clean (eg photocopier, keyboard, telephone, etc). Non classroom members of staff to use their workstation only and wipe down their own work area, including | <p>L</p> |

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| | <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</p> | | <p>chair, telephone, keyboard, at the end of each working day</p> <ul style="list-style-type: none"> ● Caretaker will ensure all cleaning in school will be at the highest level ● All pupils and staff members have access to soap and water - either in classroom bubble or in the toilet areas. ● All classroom bubbles have hand sanitiser ● Cleaning equipment - stock take conducted on a daily basis to ensure good stocks of everything needed in school to ensure good hygiene measures. ● All pupils issued with their own stationery and pens/pencils/rulers etc - to be cleaned by pupils at the end of each day. ● Staff to reinforce cleaning and hygiene messages during the day and supervise hand washing and hand sanitising. ● All classroom bubbles and work areas - windows to be open during room use. ● Use of toilets - pupils will be supervised by classroom staff. Classroom staff to ensure no crowding of toilet areas and SD measures are maintained at all times ● 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. ● Paper towels to be provided as an alternative to hand dryers. ● Waste bins in each room and they are to be frequently emptied. | |

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| | to universities, plus parents - 0800 046 8687 – 8am to 6pm (Monday to Friday) or 10am to 4pm (Saturday to Sunday) | | <ul style="list-style-type: none"> • All waste removed at end of each day. • Ventilation units have been checked and maintained. • Where a known or suspected Covid 19 case has been reported, a full clean will be completed as per the specific guidelines given by the government. • Goods entering the site will be cleaned. | |

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| Risk of coronavirus infection spreading to children and staff due to inadequate infection control procedure | <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. guidance-to-educational-settings-about-covid-19 | Yes | <ul style="list-style-type: none"> • Symptom advice shared on social media. “Do not attend ...” poster shared with parents. • Isolation room identified.(Meeting Room) • Named first aider on site during school day. (all staff have first aid training) • PPE available for use by staff if required, but compulsory whilst administering first aid/personal care. Video shared to staff about how to use the equipment safely. • 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 if you have been touching it. ○ Continue to wash hands regularly. ○ Change and wash face covering daily. ○ If the material is washable, wash in line with manufacturer's instructions. If it is not washable - dispose of it carefully in the normal waste. | L |

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| Child/Adult is unwell and it is believed that they have been exposed to COVID-19. | <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> <p>If a casualty requires CPR this should be undertaken following the new guidance issued May 2020 for adult and paediatric first aid</p> | Yes | <p>Procedure for pupils with symptoms</p> <ul style="list-style-type: none"> • Classroom staff take child to the isolation room. Sit child near an open window. • Staff to put on all necessary PPE equipment. • SLT/Admin 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, this will be dealt with as a safeguarding issue by SLT. • Full area not to be used until cleaning is carried out, practise SD whenever possible. • 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. | L |

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| | | | <ul style="list-style-type: none"> • 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 measures at all times. • 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"> • staff and pupil toilets will be monitored and cleaned during the day. | |
| Risk of coronavirus infection spreading to shielded and clinically vulnerable adults | Clinically extremely vulnerable individuals are advised not to work outside the home. We are strongly advising people, including education staff, who are clinically extremely vulnerable (those with serious underlying health conditions which put them at very high risk of severe illness from coronavirus and have been advised by their clinician or through a letter) to rigorously follow shielding measures in order to keep themselves safe. Read COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable | Yes | <ul style="list-style-type: none"> • HT will follow all advice given by Government and South Tyneside HR on who can return to work and who should remain at home. • Staff rota in place - all staff aware of when they are expected to work in the school building. • All staff have been informed that if they wish to attend school building and they | L |

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| | <p>Clinically vulnerable individuals who are at higher risk of severe illness (for example, people with some pre-existing conditions as set out in the staying-at-home-and-away-from-others have been advised to take extra care in observing social distancing and should work from home where possible.</p> <p>Education and childcare settings should endeavour to support this, for example by asking staff to support remote education, carry out lesson planning or other roles which can be done from home. If clinically vulnerable (but not clinically extremely vulnerable) individuals cannot work from home, they should be offered the safest available on-site roles, staying 2 metres away from others wherever possible, although the individual may choose to take on a role that does not allow for this distance if they prefer to do so. If they have to spend time within 2 metres of other people, settings must carefully assess and discuss with them whether this involves an acceptable level of risk.</p> | | <p>are not on the rota that day, they must seek permission from HT before doing so.</p> <ul style="list-style-type: none"> • Remote working will be completed where possible. • SLT has contacted 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. Staff members to keep HT up to date with developments. • Pregnant staff members - not to work in school - will work at home. • Other staff members with vulnerable health concerns have been encouraged to work at home where this is available. • If working on school premises, SD must be adhered to. PPE and cleaning products available to all. • 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 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 SLT with their concerns. These will be discussed | |

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| | | | <p>with HT and other SLT and answer given as soon as possible.</p> <ul style="list-style-type: none"> • Staff have been and will continue to be given opportunity to raise any concerns they have around their safety. • All affected staff members have been kept up to date with developments and have spoken to HT. | |
| Risk of coronavirus infection spreading to shielded and clinically vulnerable persons via pupil or staff attending school | <p>If a child, young person or a member of staff lives with someone who is clinically vulnerable (but not clinically extremely vulnerable), including those who are pregnant, they can attend their education or childcare setting.</p> <p>If a child, young person or staff member lives in a household with someone who is extremely clinically vulnerable, as set out in the COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable guidance, it is advised they only attend an education or childcare setting if stringent social distancing can be adhered to and, in the case of children, they are able to understand and follow those instructions. This may not be possible for very young children and older children without the capacity to adhere to the instructions on social distancing. If stringent social distancing cannot be adhered to, we do not expect those individuals to attend. They should be supported to learn or work at home.</p> | Yes | <ul style="list-style-type: none"> • Audit of parents undertaken. All parents with children in the 4 key year groups were asked if they intended to send their child to school. • All parents informed of requirements within school and informed if their child cannot or will not follow procedures put in place, we will discuss this with parents and actions taken. • Pupils not returning to school will be encouraged to continue learning with school's daily homework tasks <ul style="list-style-type: none"> • Any safeguarding concerns will continue to be reported to the schools DSL for action via CPOMs and face to face contact. | L |

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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.</p> <p>PHE is clear that if early years settings, schools and colleges do this, and crucially if they are also applying regular hand cleaning, hygiene and cleaning measures and handling potential cases of the virus as per the advice, then the risk of transmission will be lowered.</p> <p>Where settings can keep children and young people in those small groups 2 metres away from each other, they should do so. While in general groups should be kept apart, brief, transitory contact, such as passing in a corridor, is low risk.</p> <p>For pre-school children in early years settings, the staff to child ratios within Early Years Foundation Stage (EYFS) continue to apply as set out here, and we recommend using these to group children.</p> <p>Primary schools:</p> <ul style="list-style-type: none"> • 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. | <p>Yes</p> | <ul style="list-style-type: none"> • All rooms in use will have posters and health information on display - specifically targeted at pupils. • Actions performed by school to ensure contact between people is kept to a minimum: • Staff entrance - reception • Pupil entrance - each year group will use a separate designated entrance • All staff must inform the designated senior leader of their arrival.(SLT member) • Only essential visitors will be admitted to the premises and this will be by appointment only, visitors are deemed to be any adult who is not on the school payroll (including Governors) • All staff members and visitors to use hand sanitiser upon leaving the reception area. • Identified classrooms will be class bubbles. • Pupils will enter via their year group designated door. • Parents will collect pupils from the same door. Start and finish times are staggered to avoid congestion. • Reception Class will enter via their patio doors. • Year 1 will enter classroom bubbles via the infant corridor doors. • Year 6 will enter via Junior Corridor doors. • Parents will collect pupils from the relevant play yard. Start and finish times are staggered to avoid congestion, | <p>L</p> |

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| HAZARDS (including inadequate / lack of arrangements) | EXISTING CONTROL MEASURES | Yes if in place No if not | IF '☐' STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES | RESIDUAL RISK RATING High, Medium, Low |
|--|--|------------------------------|---|---|
| | <ul style="list-style-type: none"> Desks should be spaced as far apart as possible. | | <p>Staff breaks</p> <ul style="list-style-type: none"> Breaks will be staggered to enable SD in designated staff rooms <p>Lunch</p> <ul style="list-style-type: none"> Lunch will be eaten in classrooms, only food prepared by the kitchen staff (STC) to be eaten, this will be a cold packed lunch Lunches will be delivered to classroom bubbles by kitchen staff at set times. <p>Parents dropping off and collecting:</p> <ul style="list-style-type: none"> See 'Reopening' document Beginning and end of day will be staggered <p>Recording of attendance:</p> <ul style="list-style-type: none"> Staff responsible for each class bubble will complete register. Admin staff will transfer information to the relevant document for LA and Government attendance forms. <p>Yard & outdoor space</p> <ul style="list-style-type: none"> See 'Reopening' document Outdoor areas to be allocated to bubbles and times staggered. <p>Offices</p> <ul style="list-style-type: none"> Admin staff - both in each day - to be located in School Office. | |

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| | | | <ul style="list-style-type: none"> • All non-classroom staff members will be expected to clean their areas after use - including telephone, keyboard and chair. These areas will be cleaned by the cleaner but this is an additional cleaning action. • Hall will be used for Key Worker Children only. Dining Hall used for Key worker children only. • All deliveries to school - items to be taken into foyer and distributed asap - boxes/items to be wiped down before distribution. • Staff and pupils should not be working away from their designated area unless their specific role allows for this. | |

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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 | Yes | <p>Not applicable</p> <p>See 'Reopening' document</p> | L |
| Risk of coronavirus infection | Keep cohorts together where possible and ensure: | Yes | <ul style="list-style-type: none"> Pupils and staff will stay together for the full day. | L |

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| spreading due to large class sizes and reduced space | <ul style="list-style-type: none"> children and young people are in the same small groups at all times each day, and different groups are not mixed during the day, or on subsequent days the same teacher(s) and other staff are assigned to each group and, as far as possible, these stay the same during the day and on subsequent days, (secondary and college settings there will be some subject specialist rotation of staff) wherever possible children and young people use the same classroom or area of a setting throughout the day, with a thorough cleaning of the rooms at the end of the day. In schools and colleges, you may want to consider seating students at the same desk each day if they attend on consecutive days | | <ul style="list-style-type: none"> Outdoor timetables to allocate playgrounds and demarcated areas of field and playgrounds. Spot cleaning carried out throughout the day. | |
| Risk of coronavirus infection spreading due to large class sizes and reduced space | <p>Reduce mixing within education or childcare setting by:</p> <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) | Yes | <ul style="list-style-type: none"> Establishment of classroom bubbles. Separate pupil entrances and exits established. Timetable of outdoor time. Use of hand sanitiser on arrival into classroom (with consent). Cold Packed Lunches taken in classroom bubble - delivered by kitchen staff / dishes removed by kitchen staff. Classroom staff to supervise toilet visits - to ensure no overcrowding of these areas. Classroom staff to supervise hand washing. | L |

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| Risk of coronavirus infection spreading due to large class sizes and reduced space | <p>Use outside space:</p> <ul style="list-style-type: none"> for exercise and breaks for outdoor education, where possible, as this can limit transmission and more easily allow for distance between children and staff although outdoor equipment should not be used unless the setting is able to ensure that it is appropriately cleaned between groups of children and young people using it, and that multiple groups do not use it simultaneously. Read COVID-19: cleaning of non-healthcare settings <p>For shared rooms:</p> <ul style="list-style-type: none"> use halls, dining areas and internal and external sports facilities for lunch and exercise at half capacity. If class groups take staggered breaks between lessons, these areas can be shared as 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. | Yes | <ul style="list-style-type: none"> Outdoor gym is out of bounds – gates locked and taped off. Timetable for use of outdoor space. No shared areas apart from toilets - and these will be used under classroom staff supervision. | L |
| | <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 | Yes | <ul style="list-style-type: none"> See above re: individual and classroom resources. Admin staff to sign people in and out - no use of shared materials in reception. All classroom bubbles have been developed to only have essential equipment in. All items not used removed. | L |

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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 | Yes | <ul style="list-style-type: none"> PPE available for all staff wishing to use it. PPE must be used by first aiders Staff email - information video attached showing how to use PPE, staff declaration forms re virus and public health notices. No practical lessons to be undertaken without consent of SLT. If wishing to hold practical lessons, staff member should present a risk assessment of lesson to SLT for consideration. | L |
| 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> | Yes | <ul style="list-style-type: none"> Staff given regular updates and emails sent stating SLT and counsellor (PD) are always available to speak to. Counsellor - available for staff and pupils. | L |
| Risk of coronavirus infection spreading due to use of transport | <p>Adjust transport arrangements where necessary including:</p> <ul style="list-style-type: none"> encourage parents and children and young people to walk or cycle to their education setting where possible make sure schools, parents and young people follow the Coronavirus (COVID-19): safer travel guidance for passengers when planning their travel ensure that transport arrangements cater for any changes to start and finish times 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 | | Not applicable | |

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| | <ul style="list-style-type: none"> 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) | | | |
| Risk of coronavirus infection spreading to children and staff at schools | <p>To help ensure that the risk of virus spread for both staff and children is as low as possible you should:</p> <ul style="list-style-type: none"> Ensure no visitors will be allowed entry into the building unless directed by the Head teacher or Senior Leader and agreed appointment. tell children, parents, carers or any visitors, such as suppliers, not to visit the education or childcare setting if they are displaying any symptoms of coronavirus (COVID-19) 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 | Yes | <ul style="list-style-type: none"> Visitors will be discouraged however it is accepted that some meetings are essential. These meetings will be kept to an absolute minimum. Visitors must sanitise their hands before leaving reception area. Interactions between staff, pupils, contractors and visitors to be kept to absolute minimum and work completed remotely where possible. Meetings will be scheduled only with HT permission. 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 with HT / DHT approval. | L |

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| | 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. | | <ul style="list-style-type: none"> Parents will not be allowed on school site. All necessary meetings will take place via a phone call/conference call/video call. Deliveries to be taken directly to foyer. | |
| What happens if there is a confirmed case of coronavirus in a setting? | <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 class, site or year group. Where settings are observing guidance on infection prevention and</p> | Yes | <ul style="list-style-type: none"> Isolation Room provided PPE Equipment available for staff to assist with child/adult taken ill Parents contacted to take child from building asap | L |

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| | control, which will reduce risk of transmission, closure of the whole setting will not generally be necessary. | | | |
| 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 (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 | Yes | <ul style="list-style-type: none"> • See above re first aid. • Staff rota produced to ensure all medical needs will be taken care of by staff working on site each day. | L |
| Risk of coronavirus infection spreading to children and staff due to lack of PPE | 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: <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 | Yes | <ul style="list-style-type: none"> • PPE is available 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. | L |

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| | <p>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.</p> <ul style="list-style-type: none"> Education, childcare and children's social care settings and providers 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. | | | |
| 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) also think about engaging parents and children in education resources such as e-bug and PHE schools resources explain - changes to timetable, social distancing arrangements, staggered start times, expectations when in school and at home to pupils and staff | ✓ | <ul style="list-style-type: none"> Signage on gate - do not enter if you have any of these symptoms ... Letter to parents explaining measures and drop off procedures Teacher asking all pupils on arrival at school - have you displayed any of these symptoms since you left school last night? Website to display all relevant guidance Caretaker cleaning hours have been increased to allow for extra cleaning duties | |

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| | <ul style="list-style-type: none"> 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 | | | |
| <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 SLT (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"> Caretaker to ensure grounds are kept in a safe and secure manner. | | | |

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| Reference Documents: Further information can be found at: Actions for education & childcare settings to prepare for wider opening from 1 June 2020 e-Bug COVID-19: cleaning of non-healthcare settings guidance symptoms of coronavirus staying at home guidance guidance-to-educational-settings-about-covid-19 COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable staying-at-home-and-away-from-others Early Years Foundation Stage covid-19-guidance-for-the-public-on-mental-health-and-wellbeing Coronavirus (COVID-19): safer travel guidance for passengers social-distancing guidelines https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2/early-years-foundation-stage-coronavirus-disapplications PPE COVID-19: guidance for households with possible coronavirus infection PHE schools resources Working safely during coronavirus Adult and paediatric first aid | | | | |
| ASSESSED BY (Print name) Martin Humble | | SIGNED <i>Martin G Humble</i> | | DATE 03.06.2020 |
| LINE MANAGER Mrs P Melia (Chair of GB) | | SIGNED | | REVIEW DATE 02.06.2021 |

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