

Introduction.

This risk assessment template has been prepared to assist relevant duty holders in their effective management of the risk to people from Coronavirus (COVID-19). Duty holders should familiarise themselves with the most recent guidance published by the government before completing the risk assessment.

Overview

The risk assessment template draws on the guidance published by the [Health and Safety Executive](#), [Gov.UK](#) the [National Health Service](#), [Public Health England](#) and the [Department for Business, Energy & Industrial Strategy](#), in accordance with the COVID-19 secure principles.

Context

Coronavirus COVID-19 may be present in minute water droplets that are expelled from the body through sneezing, coughing, talking and breathing. The virus can be transferred to the hands and from there to surfaces. It can survive on surfaces for a period after transfer (depending on such things as the surface type, its moisture content and temperature).

Most people infected with the virus experience disease with mild or moderate symptoms, however a significant minority become severely unwell requiring hospitalisation and for some people the disease is fatal.

The risk of serious disease and death are unevenly distributed, the population groups at increased risk are:- older people, people with pre-existing health conditions, men, people from BAME communities.

Basic Principles.

The control measures follow the basic principles outlined in the current advice provided by government around safe social distancing, hand and respiratory hygiene, self awareness of risk group (extremely vulnerable, vulnerable, general population) and of symptoms of high temperature and / or new continuous cough, loss of, or change in, normal sense of taste or smell as a symptom which require self isolation for the case and household contacts.

The Risk Assessment.

This document is intended to be a living document applicable for the duration as required.

It will therefore be subject to regular review and revision as change occurs and assessed needs direct in order to ensure its continued adequacy, in so far as it is reasonable practicable to do so. If events change on the day, dynamic assessment based upon professional judgement will direct the necessary additional control measures.

As an employer, you must protect people from harm. This includes taking reasonable steps to protect your workers and others from coronavirus. This is called a risk assessment and it'll help you manage risk and protect people.

You must:

- identify what work activity or situations might cause transmission of the virus
- think about who could be at risk
- decide how likely it is that someone could be exposed
- act to remove the activity or situation, or if this isn't possible, control the risk.

Consultation.

Relevant duty holders should consult with their workforce and trade union representatives as part of putting measures in place. Involving them promotes ownership and demonstrates that you take their health and safety seriously.

This document is current at the date published, please check the relevant Government departmental guidance regularly for updates.

Text added in green was added on 5/10/20

Text added in blue was added on 5/11/20

Risk Assessment	Schools and Alternative Provision COVID-19,	
School		

Task/Activity:	Implementing Protective Measures to Mitigate against Covid-19 Infection
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Author:	Harewood Primary School	Date:	10/11/2020
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Quality Assurance Check by Manager / Line Manager		Date:	
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Activity to Manage	Current Control Measures	Additional Control Measures	Action by who?	Action by when?	Done
Arriving at and leaving school	<p>Schools should consider staggered starts or adjusting start and finish times to keep groups apart as they arrive and leave school.</p> <p>Pupils and staff must be instructed not to touch the front of their face covering during use or when removing it.</p> <p>They must wash their hands immediately on arrival or use hand sanitiser where washing is impractical(as is the case for all pupils),</p> <p>Guidance on safe working in education, childcare and children's social care provides more advice.</p>	<p>Staggered starts and different entrances and exits have been organised and shared with the parents via email and also on the website.</p> <p>Staff and parents have been asked if they would consider wearing masks during arrival and collection.</p> <p>Children will be supervised using alcohol gel on arrival to school when washing hands isn't practical.</p> <p>Pupils and staff may choose to wear face coverings throughout the day if they wish.</p>	HT.	July 17 2020	July 17 2020
Entrances.	<p>Manned to monitor observance of safe social distancing (2m apart, or 1m with risk mitigation where 2m is not viable) and to remind of good hand and respiratory hygiene.</p> <p>COVID-secure guidance available here .</p>	<p>COVID-Secure floor stickers, [footprints, directional signage, catch it, bin it, kill it posters. hand and respiratory hygiene etc] may be obtained from Xentrall Design & Printing Services. Contact Chris Stansmore or tel. 01642 – 524502. Parents informed of entrance and exits by email and information is on website and entrances</p> <p>Social distancing signs placed on fence outside school</p>	HT	July 2020	July 2020
Staircases	<p>Conspicuous signage to illustrate safe social distancing.</p>				
Exit routes	<p>Floor markings and posters to illustrate one way systems introduced, avoiding pinch points.</p> <p>One way systems introduced where practicable.</p> <p>Furniture and workshops re-arranged to maintain safe</p>	<p>Staff to use antibacterial gel on entrance to and exit from the staff room to prevent contamination through the hand rail.</p>	All staff	Ongoing	

Activity to Manage	Current Control Measures	Additional Control Measures	Action by who?	Action by when?	Done
	social distancing. Distancing markers present to maintain safe social distancing.	Mobility impaired students may require additional arrangements. Posters present to limit entry to one person only. If occupied, do not enter. Floors marked to direct to exit routes if different from entrance.			
Hygiene	<p>Sufficient hand washing facilities are to be made readily available with liquid soap dispensers and ample supplies of paper towels.</p> <p>All persons are to wash their hands or sanitise on arrival at the building, before eating, after eating, after sneezing or coughing etc.</p> <p>Encourage pupils to improve their hygiene habits using tissues to cough or sneeze into, with an adequate supply of available tissues and bins.</p> <p>Children encouraged to avoid touching their face.</p> <p>Regularly touched surfaces should be cleaned regularly using bleach* or detergents, this may include touch screens, door handles, bannisters, desks, seats, light switches, toilets, sinks etc. See cleansing guidance. *Following manufacturer's instructions.</p> <p>Where possible, all spaces should be well ventilated, opening windows or doors where practicable, or using fans to move air.</p> <p>Some pupils with complex needs who may be unable to maintain good hygiene, may require an individual risk assessment to support these pupils and staff working with them, to ensure they obtain face to face education.</p>	<p>Communicate expectations to staff and parents about cleaning and hygiene via letter and home. Information also on website Guidance on cleaning non-healthcare premises available here .</p> <p>Frequent hand washing and drying – see guidance on hand cleaning. Alcohol gel is recommended in circumstances where hand washing is not immediately practical.</p> <p>Catch it, bin it, kill it posters. Additional tissues and bins provided.</p> <p>Resources available to support effective messaging available from the eBug coronavirus website. Further guidance on cleaning approaches available from Implementing Protective Measures in Education and Childcare Settings, available here.</p> <p>Advice on Air conditioning and ventilation during the coronavirus outbreak is available from the Health and Safety Executive.</p>	<p>HT</p> <p>All staff</p> <p>All staff</p> <p>All staff</p>	<p>July 2020</p> <p>July 2020</p> <p>July 2020</p> <p>September 2020</p>	<p>July 2020</p> <p>July 2020</p> <p>July 2020</p>
Vulnerable People	Shielding advice for all adults and children was paused on 1 August, subject to a continued decline in the rates	A copy of the process for carrying out individual, risk assessment for clinically vulnerable and clinically	Ht	September 2020	

Activity to Manage	Current Control Measures	Additional Control Measures	Action by who?	Action by when?	Done
	<p>of community transmission of coronavirus (COVID-19). This means, that the small number of pupils who will remain on the shielded patient list returned to school, as can those who have family members who are shielding.</p> <p>See the guidance on shielding and protecting people defined on medical grounds as extremely vulnerable for the current advice.</p> <p>The Department of Education 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 the Guidance for full opening of schools, in line with the school's own workplace risk assessment.</p> <p>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>Following the new lockdown rules from 5th November, for 4 weeks, staff who receive a clinically extremely vulnerable letter will work from home, if possible or stay at home</p> <p>The Department for Education will be providing additional support for both pupil and staff wellbeing in the current situation. Information about the extra mental health support for pupils and teachers .</p>	<p>extremely vulnerable employees to assess their needs before a safe return to work is available here. For further advice and guidance regarding the individual risk assessment process, please contact: Human Resources: SMHR@stockton.gov.uk Public Health: Public.HealthTeam@stockton.gov.uk Health & Safety: healthandsafetyunit@stockton.gov.uk</p> <p>All staff provided with clinically vulnerable information – outcomes discussed with HT.</p>			
<p>Shielding and protecting people who are clinically extremely vulnerable.</p>	<p>Shielding advice for all adults and children paused on 1 August, subject to a continued decline in the rates of community transmission of coronavirus (COVID-19). This means, that the small number of pupils who will remain on the shielded patient list can also return to school, as can those who have family members who are shielding.</p> <p>Following the new lockdown rules from 5th November, for 4 weeks, staff who receive an extremely clinically vulnerable letter will work from home, if possible or</p>	<p>All staff who have been shielding to be risk assessed using the Individual risk assessment forms provided by Stockton HR prior to the return to school. These staff need to ensure that they do not “cross bubbles” and that they avoid the staff room.</p> <p>Staff who have been shielding can wear masks around school, if required. Classrooms have been organised to allow a distance of 2m from teacher to child – if needed.</p>	<p>HT</p>	<p>September 4th 2020</p>	

Activity to Manage	Current Control Measures	Additional Control Measures	Action by who?	Action by when?	Done
BAME backgrounds	<p>stay at home. See the guidance on shielding and protecting people defined on medical grounds as extremely vulnerable for the current advice. 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 in September (usually at their next planned clinical appointment).</p> <p>Schools should bear in mind the potential concerns of pupils, parents and households who may be reluctant or anxious about returning and put the right support in place to address this. This may include pupils who have themselves been shielding previously but have been advised that this is no longer necessary, those living in households where someone is clinically vulnerable, or those concerned about the comparatively increased risk from coronavirus (COVID-19), including those from Black, Asian and Minority Ethnic (BAME) backgrounds or who have certain conditions such as obesity and diabetes. These staff can return to school in September as long as the system of controls set out in the Guidance for full opening of schools, are in place.</p>	<p>Risk assessment document available on website to reassure parents of protective measures being taken</p> <p>The Education Support Partnership provides a free helpline for school staff and targeted support for mental health and wellbeing.</p> <p>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>	HT	September 2020	
Pregnant Staff	<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).</p>	<p>The Royal College of Obstetrics and Gynaecology (RCOG) has published 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. Pregnant members of staff will be allowed to work from home, if possible, after 28 weeks.</p>			
First Aid	<p>The school's first aid assessment should be reviewed to ensure an adequate provision, including at least one paediatric First Aider present at all times in Primaries.</p>	<p>Consider pupil ratio, location of first aid provision, lunchtime supervision, workforce understanding of dealing with a potentially symptomatic person.</p>	SLT	July 2020	July 2020

Activity to Manage	Current Control Measures	Additional Control Measures	Action by who?	Action by when?	Done
	<p>Appropriate PPE to be available to reduce the likelihood of infection transmission during first aid assessment or treatment.</p> <p>Guidance for first responders available here .</p>	<p>First aid trained staff should be encouraged to maintain this key role. Staff should be updated in the additional risks associated with treating persons during the COVID-19 situation and how to improve the way they handle injured, unwell or symptomatic people. Advice from the St John Ambulance is available here.</p> <p>Some first aiders receiving updated training in September</p> <p>All year groups have a first aider – if not Louise Anderson or office staff can administer first aid.</p> <p>All staff have been allocated non-medical face masks</p> <p>All staff directed to Guide to donning and doffing standard Personal Protective Equipment (PPE)</p>		<p>July 2020</p> <p>September 2020</p> <p>July 2020</p> <p>July 2020</p>	<p>July 2020</p> <p>July 2020</p> <p>July 2020</p>
<p>Personal protective Equipment [PPE]</p>	<p>PPE guidance can be found here, Implementing protective measures in education and childcare settings</p> <p>Wearing a face covering or facemask within Schools, or other education settings, is not recommended by the government.</p> <p>Increased cleansing and improved hand and respiratory hygiene habits are effective measures in controlling the spread of the virus in non-clinical settings.</p> <p>Use of PPE by staff or students who are unfamiliar with using PPE may inadvertently increase the risk of transmission. PPE should only be in circumstances of students receiving intimate personal care that already involves PPE, or if a student becomes unwell / symptomatic and needs direct personal care until they can return home.</p> <p>Read the guidance on Safe working in education, childcare and children's social care for further information on infection prevention and control including when, how PPE should be used, what type of PPE to use, and how to source it.</p>	<p>A fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained.</p> <p>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.</p> <p>If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn</p> <p>All staff have been allocated non-medical face masks – disposable face masks are available.</p> <p>Appropriate PPE is available at COVID First Aid station near the main reception.</p>	<p>All staff</p> <p>HT</p>	<p>As needed</p> <p>July 2020</p>	<p>July 2020</p>

Activity to Manage	Current Control Measures	Additional Control Measures	Action by who?	Action by when?	Done
Office Areas.	<p>Managers to assess who is required to come into the office and have the minimum amount of staff present or introduce a staggered working day.</p> <p>Consider a one-way system to reduce the risk of crossing paths with others.</p> <p>Clear signage detailing the arrangements and procedures in place.</p> <p>Hot desking and the sharing of equipment should be avoided where possible but if this cannot be achieved, then desks, non-fabric parts of chairs, keyboards, phones, PC screens and other such surfaces should be cleansed after use and before use by the next person.</p> <p>Where it is not possible to remain 2m apart, consider whether the environment can be redesigned to maintain a 2m distance, or 1m with mitigation where 2m is not viable, for example using screens or barriers, staff working side by side, or facing away from each other, rather than face to face if possible.</p> <p>Staff and cleaners to complete regular contact points & surface cleaning.</p> <p>Photocopier use to be limited to one person per time. Staff to reduce the need to use the photocopiers and wash hands after use. Technology should be utilised where possible, rather than the use of meeting rooms. Photocopier use to be limited to one person per time.</p>	<p>For further advice on working safely in offices, see Working Safely During The Coronavirus Outbreak In Offices and Contact Centres.</p> <p>Clearly designated areas are allocated – one staff at the front desk. One staff in the office.</p> <p>Ensure desks and surfaces are cleaned at the end of the day</p> <p>Signs clearly displayed near photocopier PSA room cleared to allow social distancing whilst waiting for the photocopier</p>	<p>Office staff</p> <p>Office staff</p> <p>SLT</p>	<p>July 2020</p> <p>Ongoing</p> <p>July 2020</p>	<p>July 2020</p> <p>July 2020</p>
Staff room		<p>Staff to use anti-bacterial gel before and after using the staff room.</p> <p>Posters in the kitchen limiting one person at a time</p> <p>Soft furnishing chairs to be stacked against the wall to prevent staff from using them.</p> <p>Long tables to be placed in the staffroom where 2 people can sit at either end approximately 2m apart.</p> <p>Posters stating maximum amount allowed in the staff room at any one time</p>	HT	September 2020	

Activity to Manage	Current Control Measures	Additional Control Measures	Action by who?	Action by when?	Done
		<p>Windows will remain open</p> <p>Seating to be available in the school hall – 2m apart to allow staff to have their lunch whilst still socially distancing.</p>			
<p>Students / Staff display symptoms</p>	<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.</p> <p>Anyone who has coronavirus (COVID-19) symptoms, such as a raised temperature, a new continuous cough, or a loss or change to their sense of smell or taste, or who have someone in their household who does or have been advised by NHS Test & Trace to self-isolate, should not attend school and should follow the COVID-19: guidance for households with possible coronavirus (COVID-19) infection which sets out that they must self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus (COVID-19).</p> <p>Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms</p> <p>Where the staff member tests positive for COVID-19, action should be taken as per Government guidance Working Safely During COVID-19, In Offices and Contact Centres at sections 7.1.1 & 7.1.2.</p> <p>Where cleaning is required following a member of the workforce becoming unwell with symptoms of COVID-19, follow the guidance in, COVID-19: Cleaning in non-healthcare settings outside the home.</p> <p>The staff should continue to monitor themselves and their colleagues in light of a potentially symptomatic person.</p> <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.</p>	<p>DFE and the local Public health should be informed of cases in schools. DFE number: 0800 046 8687 Local Public Health number: 01642 528474 Email: <u>COVIDoutbreak@stockton.gov.uk</u></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>Staff can book a self referral test if they have coronavirus symptoms, this must be done within the first 5 days of having symptoms.</p> <p>People getting a test because they have symptoms and anyone living with them must stay at home until they get their results.</p> <p>If the parents of a child test positive, the child will then need to self isolate for 14 days. Following the latest PHE advice children should only be tested if they have symptoms.</p> <p>If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age and needs of the child, with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. An adult from their bubble should accompany them maintaining a suitable distance.</p> <p>Any child with potential Covid-19 symptoms moved to P.S.A room. Parents informed immediately. windows opened. Room cleaned by caretaker who is informed that there was a potential Covid-19 case</p> <p>If a staff member or student tests positive for COVID-19 then children in their group will be informed by</p>	<p>HT/All staff</p> <p>HT to email parents if necessary</p> <p>HT – email appropriate parents to inform self isolation requirements HT – email parents before return explaining arrangements</p>	<p>September 2020</p> <p>As needed</p> <p>By September 2020</p>	

Activity to Manage	Current Control Measures	Additional Control Measures	Action by who?	Action by when?	Done
	<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.</p> <p>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>	<p>email that they need to self-isolate for 14 days. Would need to do contact tracing for anyone who they identify as having been in 2m of during the school day or siblings currently in school.</p> <p>Parents will be informed of this prior to the return to school</p> <p>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.</p> <p>The bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <p>PPE must be worn by staff caring for the child, who should be an adult from their bubble if possible, 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).</p> <p>Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell.</p> <p>The area around the person with symptoms must be cleaned with normal household bleach after they have left to reduce the risk of passing the infection on to other people. See the COVID-19: cleaning of non-healthcare settings guidance.</p> <p>More information on PPE use can be found in the safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) guidance.</p>			

Activity to Manage	Current Control Measures	Additional Control Measures	Action by who?	Action by when?	Done
<p>Cleaning arrangements</p>	<p>The premises will be subject to an elevated cleansing regime focusing on contactable surfaces, door handles, handrails, tables and such like.</p> <p>Hand hygiene stations must be provided throughout the school, with alcohol gel available in the circumstances where soap and water are unavailable.</p> <p>Supervision of hand sanitiser use given risks around ingestion.</p> <p>Small children and pupils with complex needs should continue to be helped to clean their hands properly.</p> <p>Skin friendly skin cleaning wipes can be used as an alternative</p>	<p>Public Health England has published revised guidance for cleaning non-healthcare settings to advise on general cleaning required in addition to the existing advice on cleaning those settings when there is a suspected case.</p> <p>Consider those susceptible to skin irritations such as eczema , psoriasis, ichthyosis and dermatitis, due to frequent hand cleansing, balanced against the risk of combustion associated with excessive use of emollient creams, including products that do not contain paraffin.</p> <p>Awareness raising information available from the Medicines and Healthcare products Regulatory Agency available here.</p> <p>All classrooms have alcohol gel. Classrooms without sinks have extra hand gel available.</p> <p>Caretaker fogs classrooms each night on a rotational basis.</p>	<p>All staff/cleaners/caretaker</p>	<p>Ongoing</p>	
<p>Minimise contact between groups and individuals.</p>	<p>Consistent reduced groups have been used in the summer term to reduce the risk of transmission. It is recognised that younger children will not be able to maintain social distancing, and it is acceptable for them not to distance within their group.</p> <p>Groups are kept apart, avoiding large gatherings such as assemblies or collective worship with more than one group.</p> <p>Schools should also plan how shared staff spaces are set up and used to help staff to distance from each other. Use of staff rooms should be minimised, although staff must still have a break of a reasonable length during the day.</p> <p>Supply teachers, peripatetic teachers and/or other temporary staff can move between schools.</p> <p>They should ensure they minimise contact and maintain as much distance as possible from other staff.</p> <p>Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual.</p>	<p>For the autumn term, maintaining consistent groups remains important</p> <p>In primary school and the younger secondary years, schools may be able to implement smaller group sizes, if achievable, this is recommended.</p> <p>This will help to reduce the number of people who could be asked to isolate should someone in a group become ill with coronavirus (COVID-19).</p> <p>If class sized groups are not practicable, consider year group 'bubbles'. Whatever the size of the group, they should be kept apart from other groups where possible and older children should be encouraged to keep their distance within groups.</p> <p>Wherever it is practically possible "bubbles of children" will be class groups. Children will remain in the same classroom – any specialist teachers will move to their rooms and will teach from the front of the classroom maintaining a 2m distance.</p> <p>Staff covering PPA will teach other bubbles of children from their year group from the front of the classroom</p>	<p>SLT/All staff</p>	<p>September 2020</p>	<p>September 2020</p>

Activity to Manage	Current Control Measures	Additional Control Measures	Action by who?	Action by when?	Done
		<p>maintain a 2m distance.</p> <p>Schools should make small adaptations to the classroom to support distancing, where possible. The majority of classrooms have been arranged to allow a distance of 2m from the children.</p> <p>Staggered start, break and finishing times should be considered, and the means with which this will be communicated to parents and pupils.</p> <p>The playground has been zoned to allow class groups their own area to play in. There is usually only one bubble of children in each area.</p> <p>Guidance on safe working in education, childcare and children's social care provides more advice.</p> <p>More information on pupils with education, health and care plans can be found in Annex B.</p>			
Contingency Plans for outbreaks	<p>For individuals or groups of self-isolating pupils, remote education plans should be in place. These should meet the same expectations as those for any pupils who cannot yet attend school at all due to coronavirus (COVID-19).</p> <p>In the event of a local outbreak, the PHE health protection team or local authority may advise a school or number of schools to close temporarily to help control transmission. Schools will also need a contingency plan for this eventuality. This may involve a return to remaining open only for vulnerable children and the children of critical workers, and providing remote education for all other pupils.</p>	<p>See section on remote education support.</p> <p>Vulnerable children and key worker children who attended school during the lockdown from March would be prioritised.</p> <p>Identify children from new Reception classes who would need provision.</p> <p>Following a survey of ICT provision at home we would be able to lend out IPAD's to support the home learning. Priority would be given to Key stage 2 children first as the Ipad's given by the DFE were for Year 3 and above.</p>	HT	September 2020	
Transport	<p>Dedicated school transport.</p> <p>The previous social distancing restriction on dedicated transport will not apply for the autumn term.</p> <p>The approach to dedicated transport should align as far as possible with the approach being adopted for your school.</p> <p>It is important to consider:</p> <ul style="list-style-type: none"> how pupils are grouped together on transport, where possible this should reflect the bubbles 	<p>DfE will shortly publish new guidance to local authorities on providing dedicated school transport, based on the framework outlined here.</p> <p>N/A</p>			

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	<p>that are adopted within school</p> <ul style="list-style-type: none"> • use of hand sanitiser upon boarding and/or disembarking • additional cleaning of vehicles • organised queuing and boarding where possible • distancing within vehicles wherever possible • the use of face coverings for children (except those under the age of 11), where appropriate, for example, if they are likely to come into very close contact with people outside of their group or who they do not normally meet. 				
Premises management	A useful guide for facilities managers on safely reoccupying buildings can be found in the Chartered Institute of Building Services Engineers' guidance on emerging from lockdown .	Building has been in use throughout the whole period of lockdown			
Control of Contractors arrangements	<p>Schools should consider how to manage other visitors to the site, such as contractors, and ensure that the risks associated with :</p> <ul style="list-style-type: none"> • managing contractors • visitors • catering staff • deliveries • cleaning staff <p>Who may be on site working throughout the school and across different groups are addressed.</p> <p>Schools should ensure that their documented Control of Contractors 'Comprehensible Information' and 'Authorisation to Work' permits are up to date arrangements and provide the necessary challenge to visiting contractors</p>	<p>The school should seek to obtain risk assessments and or written accounts of visiting contractor's safe operating procedures implementing COVID-19 secure principles. This will require close co-operation between schools and other employers. Schools should have discussions with key contractors about the school's control measures and ways of working as part of planning for the autumn , accurately reflect the schools COVID-Secure term.</p> <p>Schools should ensure site guidance on physical distancing and hygiene is explained to visitors on or before arrival. Where visits can happen outside of school hours, they should. A record should be kept of all visitors. Any visitors to school will be asked to wear masks.</p> <p>All deliveries are left in the entrance hall</p>	Office staff	September 2020	
Water Hygiene	As a result of closure or part closure, drinking water systems may have been subject to stagnation due to	Schools should consult with their water hygiene contractor to establish the extent of mitigation	Caretaker/Kitchen staff	Completed in May 2020	Done

Activity to Manage	Current Control Measures	Additional Control Measures	Action by who?	Action by when?	Done
	<p>low turnover of mains water or water in storage. This may result in warming of water in internal plumbing systems, microbiological regrowth or increased uptake of plumbing metals. Unless steps are taken before the building is reoccupied there is a risk of adverse drinking water quality and potential risks to health. Advice on this can be found in the guidance on Legionella risks during the coronavirus outbreak.</p>	<p>necessary in individual circumstances, in accordance with the written scheme.</p> <p>This may vary from simply running all taps, to a thoroughly cleaning and disinfection of the system.</p> <p>School has been open for the whole period of lockdown – Legionella check has been completed</p> <p>Kitchen staffed flushed through their system</p>			
Ventilation	<p>Once the school is in operation, it is important to ensure good ventilation and maximising this wherever possible, for example, opening windows and propping open doors, where safe to do so (bearing in mind safeguarding and security in particular). Advice on this can be found in Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak . Where any fire doors are opened to improve ventilation, this action should be recorded in the establishment's Fire Risk Assessment, with instruction to return the door to its closed position fulfilling the function of the Fire Door at the end of the school day.</p>	Ensure Fire doors are shut at the end of the day	All staff	Ongoing	
Fire Management	All relevant fire safety equipment and systems shall be checked and tested and recorded in the premises Fire Log Book before fully reopening.	<p>This would include: -</p> <ul style="list-style-type: none"> • a full functional test of the fire detection and alarm system using multiple call points across the site and involving the call receiving centre if appropriate. • a full discharge test of the emergency lighting system across the site • a visual inspection of all fire extinguishers to ensure that they are correctly located, full and not obviously damaged • checking that fire escape routes are clear of any obstructions • checking that final fire escape doors are unlocked and operational • checking the operation of internal fire doors to 	HT/office staff	By September 2020	

Activity to Manage	Current Control Measures	Additional Control Measures	Action by who?	Action by when?	Done
		<p>ensure that they close properly</p> <ul style="list-style-type: none"> checking that automatic fire dampers, smoke venting and smoke extraction systems are operational. <p>New fire plan distributed to all staff – staff are aware of where children would line up in the yards</p>		By September 2020	
Statutory maintenance.	<p>Facilities Managers should review all relevant statutory cyclical maintenance to ensure their currency, for example</p> <ul style="list-style-type: none"> lifting equipment (people and goods) pressure systems fixed electrical systems [electrical installation condition surveys] portable appliance testing gas appliances, etc. 		Caretaker/HT	Ongoing	
Lifts	<p>Many lifts will have been switched off for lockdown. Whilst most will go back into service without any glitches there are some precautionary steps that should be taken before returning them to regular service.</p> <p>Chartered Institute of Building Services Engineers' provides guidance on returning lifts to regular service and lift use and occupancy.</p>	N/A			
Safeguarding	<p>Schools should consider revising their child protection policy (led by their Designated Safeguarding Lead) to reflect the return of more pupils.</p> <p>Schools must have regard to the statutory safeguarding guidance, keeping children safe in education and should refer to the coronavirus (COVID-19): safeguarding in schools, colleges and other providers guidance</p>	<p>Designated safeguarding leads (and deputies) should be provided with more time, especially in the first few weeks of term, to help them provide support to staff and children regarding any new safeguarding and welfare concerns and the handling of referrals to children’s social care and other agencies where these are appropriate, and agencies and services should prepare to work together to actively look for signs of harm.</p> <p>Communication with school nurses is important for safeguarding and supporting wellbeing, as they have continued virtual support to pupils who have not been in school.</p> <p>DSL has regularly attended meetings during lockdown and the Summer holidays</p> <p>Staff given time during PD days to read CPOMS to familiarise themselves with children</p>	DSL All staff	Ongoing September PD days	

Activity to Manage	Current Control Measures	Additional Control Measures	Action by who?	Action by when?	Done
Behaviour expectations	Schools should consider updating their behaviour policies with any new rules/policies, and consider how to communicate rules/policies clearly and consistently to staff, pupils and parents, setting clear, reasonable and proportionate expectations of pupil behaviour. Further details are available at Behaviour and discipline in schools .	Behaviour policy has been reviewed with a COVID 19 appendix. Schools will need to work with staff, pupils and parents to ensure that behaviour expectations are clearly understood, and consistently supported, taking account of individual needs and should also consider how to build new expectations into their rewards system. Share new expectations with parents via website, prospectus and email	HT/all staff	September 2020	
Individual pupil risk assessments	Consider pupils who have not previously required a risk assessed but who may now present with a risk : <ul style="list-style-type: none"> • pupils who need specific care, which cannot be delivered whilst ensuring social distancing • potentially violent pupils, especially those with a known risk of spitting and/or requiring physical restraint. 	Class teachers identify any children who will need an additional risk assessment – share with parents if necessary	Classteachers	September 2020	
Educational Visits.	In the autumn term, educational residential visits remain prohibited.	Day trips are permitted in line with protective measures, such as keeping children within their consistent group, and the COVID-secure measures in place at the destination. Schools should also make use of outdoor spaces in the local area to support delivery of the curriculum. As normal, schools should undertake full and thorough risk assessments in relation to all educational visits to ensure they can be done safely. As part of this risk assessment, schools will need to consider what control measures need to be used and ensure they are aware of wider advice on visiting indoor and outdoor venues. Schools should consult the health and safety guidance on educational visits when considering visits. We will not be carrying out any school visits, initially in the Autumn term. The children will be able to walk to Thornaby Baths to take part in swimming lessons in line with the guidance provided to us by Tees Active and swim England. Please read guidance for swimming lessons document and guidance for users.	All staff		

Activity to Manage	Current Control Measures	Additional Control Measures	Action by who?	Action by when?	Done
		Guidance for Swimming Lessons (5).pdf Guidance for Users (3).pdf			
<p>Music</p>	<p>Schools should note that there may be an additional risk of infection in environments where you or others are singing, chanting, playing wind or brass instruments or shouting.</p> <p>This applies even if individuals are at a distance.</p>	<p>Schools should consider how to reduce the risk, particularly when pupils are playing instruments or singing in small groups such as in music lessons by, for example, physical distancing and playing outside wherever possible, limiting group sizes to no more than 15, positioning pupils back-to-back or side-to-side, avoiding sharing of instruments, and ensuring good ventilation in large spaces..</p> <p>Singing will be limited to class groups children. Children will sit on a row of seats forward facing, the singing teacher will teach from the front from a distance of more than 2m. Charanga (music scheme) has been adapted – staff to follow – example adaptations include: Adapt the Learn to Sing the Song activity and:</p> <p>Listen only and learn the new signed version.</p> <p>Listen only and create your own actions that match the lyrics (words).</p> <p>Listen only and discuss whether the song actually makes you feel happy. Why?</p> <p>Listen only and then write another verse that fits with the song by imagining you are Pharrell Williams!</p> <p>Please note that there are some parts of the Warm-up Games, Improvising and Perform sections that include options to sing – these should be omitted if necessary.</p> <p>Instruments can be replaced, or added to, with body percussion eg claps, clicks, stamps etc. Begin by matching the rhythm patterns and work towards each movement being a specific note.</p> <p>https://www.tvmsinteractive.co.uk/adapted-for-covid-scheme</p> <p>Singing, wind and brass playing should not take place in larger groups such as school choirs and ensembles,</p>	<p>E Sheraton/ All staff</p>	<p>September 2020</p>	

Activity to Manage	Current Control Measures	Additional Control Measures	Action by who?	Action by when?	Done
		or school assemblies.			
ICT		<p>Children will use anti-bacterial gel before using any ICT equipment</p> <p>Children will be allocated tablets either individually or as a pair.</p> <p>Computing will be taught in weekly blocks during the afternoon for Key stage 2 children to minimise the number of children using the ICT suite.</p> <p>Key stage 1 children will access the ICT suite in the morning – the mice and keyboards will be cleaned after use.</p>	All staff	Ongoing	
Physical activity in schools	<p>Schools have the flexibility to decide how physical education, sport and physical activity will be provided whilst following the measures in their system of controls.</p> <p>Pupils should be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided. Outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene. This is particularly important in a sports setting because of the way in which people breathe during exercise.</p>	<p>External facilities can also be used in line with government guidance.</p> <p>Schools should refer to the following advice: guidance on the phased return of sport and recreation and guidance from Sport England for grassroot sport advice from organisations such as the Association for Physical Education and the Youth Sport Trust .</p> <p>Simon Carson coaches will continue to attend school. They will keep a 2m distance from children.</p> <p>Activities such as active miles, making break times and lessons active and encouraging active travel help enable pupils to be physically active while encouraging physical distancing.</p> <p>Children will attend school in PE kits to eliminate the need for changing within school.</p> <p>Whilst walking to the Sports Hall vulnerable staff should walk at the back of the group to maintain social distancing.</p> <p>Shared PE equipment either needs leaving between teaching groups or wiping down at the end of the</p>	All staff/Mark Taylor (PE lead)	By September 2020	

Activity to Manage	Current Control Measures	Additional Control Measures	Action by who?	Action by when?	Done
		session. PE timetable amended to ensure contact sports are not taught in the Autumn term.			
Absences	Children who are absent due to a covid related reason or covid symptoms are recorded on a separate log. If having to self isolate then the return to school date is recorded here. Children who have been tested are recorded as are their results, Parents requesting holidays for exceptional circumstances are having to provide their destination in case quarantining is required.	Boarding passes may be asked for to ensure the correct return to school date. A list of children who are self isolating is provided for Early help each day.	Office staff	Ongoing	
Sports Hall		Children will come to school in PE kit, including trainers. External sports coaches will socially distance from the children whilst teaching. Toilets will be cleaned before next group of children arrive at the sports hall.	All staff	Ongoing	
Sports governing bodies.	The Department for Digital, Culture, Media and Sport's guidance Return to recreational team sport framework outlines how individual sports action plans and guidance will be reviewed. Plans will include an assessment of transmission risk that a return to competitive recreational activity represents based on three key variables: <ul style="list-style-type: none"> • Droplet transmission • Fomite transmission • Population. Once the DCMS has reviewed and confirmed the adequacy of plans, the national governing body will be linked at the bottom of page of the link above. Public Health England may also wish to review action plans and guidance in certain circumstances. In such a case, the review process may take longer. Until the national governing body is linked on GOV.UK, the team sport should not restart.	All clubs running activities for children should also consult the DfE guidance on Protective measures for out-of-school settings , which sets out further practical steps providers of community activities, holiday clubs, after-school clubs, tuition and other out-of-school provision for children should follow to minimise the risk of transmission for children attending their settings. After school clubs are operating from Autumn Half Term.	All staff	Ongoing	
Extra curricular	Schools can consult the guidance produced for summer holiday childcare, available at Protective	Breakfast club will not operate during Autumn term to prevent children from mixing bubbles. An Early Bird	All staff	Ongoing	

Activity to Manage	Current Control Measures	Additional Control Measures	Action by who?	Action by when?	Done
activity	<p>measures for out-of-school settings during the coronavirus (COVID-19) outbreak as much of this will be useful in planning extra-curricular provision. This includes schools advising parents to limit the number of different wraparound providers they access, as far as possible. Where parents use childcare providers or out of school activities for their children, schools should encourage them to seek assurance that the providers are carefully considering their own protective measures, and only use those providers that can demonstrate this.</p> <p>As with physical activity during the school day, contact sports should not take place.</p>	<p>provision is in place for 8 pupils socially distanced in the school hall. This is to support some key workers with child care issues.</p> <p>This will be continually reviewed</p>			
Catering	<p>The government expect that kitchens will be fully open from the start of the autumn term and normal legal requirements will apply about provision of food to all pupils who want it, including for those eligible for benefits-related free school meals or universal infant free school meals.</p> <p>School kitchens can continue to operate, but must comply with the guidance for food businesses on coronavirus (COVID-19).</p>	<p>The majority of children will eat in their classrooms. Children having school dinners will have these taken to the classrooms to minimise movement about school</p> <p>From 2.11.20 Children entitled to UFSM have had a hot lunch provided in the hall. Class bubbles are each allocated a table and year groups have staggered times. From 9.11.20 Year 3 will have access to hot dinners – staff will take the dinners down to the classrooms using a trolley. Additional year groups will be added each week.</p> <p>16.11.20 – Year 4 23.11.20 – Year 5 30.11.20 – Year 6</p>	All staff	Ongoing	

	Name	Date	Comments
Review by	C Heywood	9.11.2020	
Quality assurance check by manager / line manager	J Conway	10.11.2020	Updated in respect of second National Lockdown

Sharing the results of your risk assessment

You should share the results of your risk assessment with your workforce and you may wish to consider publishing the results on your website. Below you will find a notice you should display in your workplace to show you have followed this guidance.

Staying COVID-19 Secure in 2020

We confirm we have complied with the government's guidance on managing the risk of COVID-19

• FIVE STEPS TO SAFER WORKING TOGETHER •

- ✔ We have carried out a **COVID-19 risk assessment** and shared the results with the people who work here
- ✔ We have **cleaning, handwashing and hygiene procedures** in line with guidance
- ✔ We have taken all reasonable steps to **help people work from home**
- ✔ We have taken all reasonable steps to **maintain a 2m distance** in the workplace
- ✔ Where people cannot be 2m apart, we have done everything practical to **manage transmission risk**

Employer _____ Date _____

Who to contact: _____
(or the Health and Safety Executive at www.hse.gov.uk or 0300 003 1647)

This document is current at the date published, but expect the

government's guidance to be revised and updated regularly. Schools should check the relevant government websites for new and revised guidance at:

- [Health and Safety Executive](#),
- [Gov.UK](#)

- [National Health Service](#)
- [Public Health England](#)
- [Department for Business, Energy & Industrial Strategy](#).

You can check for updates at healthandsafetyunit@stockton.gov.uk or contact a member of the Health & Safety Team.

Risk Assessment template prepared by:

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