

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.

Risk Assessment	Schools and Alternative Provision COVID-19, Preparation for September full opening.	
School	Mill Lane Primary School Wellington Street Stockton TS18 1QX	

Task/Activity:	Implementing Protective Measures to Mitigate against Covid-19 Infection This document MUST be used in conjunction with the return to School reopening Plan. These documents are linked and support one another.
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Quality Assurance Check by Manager / Line Manager	Sue Skillcorn	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>Start and finish times to be staggered to keep groups apart as they arrive and leave school. Different year groups to use different gates. Pupils with siblings encouraged to arrive at the earlier time.</p> <p>Schools should also have a process for removing face coverings when pupils and staff who use them arrive at school and communicate it clearly to them.</p>	<table border="1"> <thead> <tr> <th></th> <th>Gate</th> <th>Arrival time</th> <th>Departure time</th> </tr> </thead> <tbody> <tr> <td>Nursery</td> <td>EY gate</td> <td>8:45am</td> <td>11:30am</td> </tr> <tr> <td>Reception</td> <td>EY gate</td> <td>8:50am</td> <td>3:05pm</td> </tr> <tr> <td>Y1</td> <td>EY gate</td> <td>8:55am</td> <td>3:10pm</td> </tr> <tr> <td>Y2</td> <td>KS1 gate</td> <td>8:45am</td> <td>3:05pm</td> </tr> <tr> <td>Y3</td> <td>KS1 gate</td> <td>8:50am</td> <td>3:10pm</td> </tr> <tr> <td>Y4</td> <td>KS1 gate</td> <td>8:55am</td> <td>3:15pm</td> </tr> <tr> <td>Y5</td> <td>KS2 gate</td> <td>8:50am</td> <td>3:10pm</td> </tr> <tr> <td>Y6</td> <td>KS2 gate</td> <td>8:55am</td> <td>3:15pm</td> </tr> <tr> <td>Class 7&8</td> <td>KS2 gate</td> <td>8:45am</td> <td>3:05pm</td> </tr> </tbody> </table> <p>No parents on site in the morning. If parents wish to return forms to office etc – these must be placed in an envelope and left inside a tray, so that office staff can leave for required decontamination period.</p> <p>Parents advised of these procedures via letter. Children asked to place masks in plastic bag for parents to take home. <u>Masks not to be placed in bins.</u></p>		Gate	Arrival time	Departure time	Nursery	EY gate	8:45am	11:30am	Reception	EY gate	8:50am	3:05pm	Y1	EY gate	8:55am	3:10pm	Y2	KS1 gate	8:45am	3:05pm	Y3	KS1 gate	8:50am	3:10pm	Y4	KS1 gate	8:55am	3:15pm	Y5	KS2 gate	8:50am	3:10pm	Y6	KS2 gate	8:55am	3:15pm	Class 7&8	KS2 gate	8:45am	3:05pm	PSA, Caretaker and HT. HT and DHT in playground to offer support to parents and to promote social distancing.	To be in place by 8 th March 2021	
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	<p>Pupils must be instructed not to touch the front of their face covering during use or when removing it. They must wash their hands immediately on arrival (as is the case for all pupils), dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom. Guidance on safe working in education, childcare and children’s social care provides more advice.</p> <p>At home time, only one person/family member is allowed on site to collect children.</p>	<p>All children to wash hands on arrival into school and at regular intervals during the school day.</p> <p>At the end of the school day, parents come onto site for collection and must socially distance. A one-way system is in operation on the gates to enable social distancing. Younger siblings are asked to stand next to parents. Year groups to place class signs in windows. All parents/family members to wear a face mask when on site collecting pupils (medical exemptions accepted)</p>			
<p>Entrances.</p> <p>Exit routes</p>	<p>Parents are not permitted inside the main school building. If parents wish to speak to class teacher, head teacher or PSA, this is to be done via the telephone. If this is not possible, meetings must take place within the reception area. Parents and staff must wear a face shield or mask.</p> <p>Entrances are 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. Only one person/family to be allowed into the entrance lobby at any one time. COVID-secure guidance available here .</p>	<p>Parents will be admitted via automatic doors and intercom system. Covid advice on entrance doors. Posters present to limit entry to one person only. If occupied, do not enter. Parents asked to wear a mask on entering the building</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.</p>	<p>Office Staff HT and DHT to offer support to parents and to promote social distancing.</p>	<p>To be in place by 8th March 2021</p>	

Activity to Manage	Current Control Measures	Additional Control Measures	Action by who?	Action by when?	Done
	<p>Conspicuous signage to illustrate safe social distancing.</p> <p>Floor markings and posters to illustrate one systems introduced, avoiding pinch points.</p> <p>Furniture and workshops re-arranged to maintain safe social distancing.</p> <p>Distancing markers present to maintain safe social distancing.</p>				
Outdoor learning space	<p>Outdoor spaces may be utilised for lessons where practicable.</p> <p>Class sizes may need to be reduced to maintain safe social distancing.</p>	<p>EYFS outside area to be split to allow Nursery and Reception bubbles access to outdoor learning.</p> <p>KS1 yard to be split to allow access for Year 1 and Year 2 during playtimes.</p> <p>KS2 yard and field to be split and rotated to allow access to quiet and calm area and tricky trail on a weekly basis.</p> <p>Playground rota in place and altered when required to ensure effective supervision. Staff to use walkie talkies or phones for additional support.</p> <p>Staff encouraged to have learning take place outside if the classroom if possible.</p>	Teachers, TA and Caretaker to ensure playground divided.	To be in place by 8 th March 2021	
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 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>Communicate expectations to staff and parents about cleaning and hygiene.</p> <p>Guidance on cleaning non-healthcare premises available here .</p> <p>Frequent hand washing and drying – see guidance on hand cleaning. Alcohol gel is only recommended in circumstances where hand washing is not immediately practical.</p> <p>Catch it, bin it, kill it posters.</p> <p>Additional tissues and bins provided.</p>	Staff, pupils and Visitors	To be in place by 8 th March 2021	

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	<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.</p> <p>*Following manufacturer's instructions.</p> <p>All spaces must 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>Resources available to support effective messaging available from the eBug coronavirus website.</p> <p>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>Vulnerable People</p>	<p>Shielding advice for all adults and children will pause on 31st March 2021, 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. 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</p>	<p>DHT to ensure that staff risk assessments are in place for all those classed as clinically vulnerable, extremely clinically vulnerable and at risk groups.</p> <p>Advice to be taken from Occupational Health following guidance from LAA copy of the process for carrying out individual, risk assessment for clinically vulnerable and clinically extremely vulnerable employees to assess their needs before a safe return to work is available here.</p> <p>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>During the latest Lockdown (January 5th ongoing) staff who received notification from the NHS have been asked to work from home.</p>	<p>DHT</p>	<p>To be started the week commencing 8th March 2021</p>	<p>All Occupational Health assessment completed by 24th July 2020</p>

Activity to Manage	Current Control Measures	Additional Control Measures	Action by who?	Action by when?	Done
	<p>care to practise frequent, thorough hand washing, and cleaning of frequently touched areas in their home and/or workspace.</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>Shielding and protecting people who are clinically extremely vulnerable.</p> <p>BAME backgrounds</p>	<p>Shielding advice for all adults and children will pause on 1 August, subject to a continued decline in the rates of community transmission of coronavirus (COVID-19). This means, that 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. 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</p>	<p>DHT to ensure that staff risk assessments are in place for all those classed as clinically vulnerable and at risk groups.</p> <p>During the latest Lockdown (January 5th ongoing) staff who received notification from the NHS have been asked to work from home.</p> <p>Any staff who have receive notification through the track and trace system will work from home during their 10-day isolation period. Any work, which is returned to school, is being subject to a 72-hour isolation period.</p>	<p>DHT</p> <p>Shielding staff</p> <p>All staff</p>	<p>To be started the week commencing 8th March 2021</p>	<p>Additional risk assessments on staff consider vulnerable, to be reviewed week commencing 8th March 2021</p>

Activity to Manage	Current Control Measures	Additional Control Measures	Action by who?	Action by when?	Done
	<p>(COVID-19), including those from Black, Asian and Minority Ethnic (BAME) backgrounds or who have certain conditions such as obesity and diabetes.</p> <p>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>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>			
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.</p> <p>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.</p> <p>DHT to complete pregnancy risk assessment for all pregnant workers, and add additional COVID 19 precautions. Risk assessments for pregnant members of staff reviewed every 6 weeks to ensure they are current and reflective of any changes in health.</p> <p>Any member of staff who is in the 3rd trimester will be asked to work from home</p>	<p>DHT</p> <p>DHT</p>	<p>Ongoing from 08.03.21</p>	

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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>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>Consider pupil ratio, location of first aid provision, lunchtime supervision, workforce understanding of dealing with a potentially symptomatic person.</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.</p> <p>Advice from the St John Ambulance is available here.</p>	<p>HT to ensure a first aider is available for all year groups.</p> <p>HT to advise all staff to read updated Covid 19 action plan prior to returning to work.</p>	08.03.21	
Personal protective Equipment [PPE]	<p>PPE guidance can be found here, Implementing protective measures in education and childcare settings</p> <p>We are advising all staff to wear a face shield when working near to children. Face coverings MUST be worn when walking around school and in communal areas.</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>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>If a pupil starts to display symptoms, first aiders to don PPE. 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>Pupils to be removed from classroom and placed on plastic chair in the library. Parents contacted.</p> <p>All staff have been supplied with a belt bag containing PPE equipment which will be used if a student is displaying symptoms and becomes unwell.</p> <p>Staff to ensure they have completed online training on how to don and doff PPE.</p>	<p>All staff</p> <p>All staff</p> <p>DHT to remind vulnerable groups that PPE can be worn if required during the completion of their personal risk assessments.</p>	Ongoing from 08.03.21	

Activity to Manage	Current Control Measures	Additional Control Measures	Action by who?	Action by when?	Done
		<p>Guidelines for donning and doffing of PPE to be placed in every classroom</p> <p>Staff members who have to work between bubbles MUST use a facemask or face shield.</p> <p>Staff who are extremely clinically vulnerable, clinically vulnerable or at higher risk are advised to wear PPE when in class or during contact with pupils. <u>This is in line with Guidance from Occupational Health.</u></p> <p>Staff are advised to wear face shield/mask during times when they are in contact with parents/carers e.g. home time</p>	<p>DHT/HT to advise</p> <p>All staff</p>		
Office Areas.	<p>Managers to assess who is required to come into the office and have the minimum amount of staff present.</p> <p>Clear signage detailing the arrangements and procedures in place.</p> <p>All office staff have their own desks and the sharing of equipment should be avoided where possible. 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 1m with mitigation where 2m is not viable, for example staff facing away from each other, rather than face to face if possible.</p>	<p>For further advice on working safely in offices, see Working Safely During The Coronavirus Outbreak In Offices and Contact Centres.</p> <p>If parents wish to return forms to office – these must be placed in an envelope and left inside a tray, so that office staff can leave for required decontamination period.</p> <p>Hand gel and cleaning equipment available at all times</p>		Ongoing from 08.03.21	

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	<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 use the hand gel provided before and after use.</p> <p>Technology should be utilised where possible, rather than the use of meeting rooms.</p> <p>Photocopier use to be limited to one person per time.</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). Other members of their household (including any siblings) should self-isolate for 10 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</p>	<p>The local NE Health Protection Team should be informed of cases in schools. Telephone 0300 303 8596 (option 1). Out of hours advice 0191 269 7714</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. People getting a test because they have symptoms and anyone living with them must stay at home until they get their results. If a child is awaiting collection, they should be removed from classroom and placed on plastic chair in the library. Parents contacted. The pupil should have appropriate adult supervision if required. The windows should be opened for ventilation.</p>	<p>Staff and pupils</p>	<p>Ongoing</p>	

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	<p>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>In consultation with the local Director of Public Health, where an outbreak in a school is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who has tested positive. Testing will first focus on the person’s class, followed by their year group, then the whole school if necessary, in line with routine public health outbreak control practice.</p>	<p>If they need to go to the bathroom while waiting to be collected, they should use the toilet next to the office. The bathroom must be cleaned and disinfected using bleach before being used by anyone else.</p> <p>Full PPE must be worn by staff caring for the child while they await collection. 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 <i>must be cleaned with normal household bleach</i> 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>			

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<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. Small children and pupils with complex needs should continue to be helped to clean their hands properly. Skin friendly skin cleaning wipes can be used as an alternative</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. 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. Awareness raising information available from the Medicines and Healthcare products Regulatory Agency available here.</p>	<p>Caretaker and Cleaning staff</p>	<p>On going</p>	
<p>Minimise contact between groups and individuals.</p>	<p>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. Groups are kept apart, avoiding large gatherings such as assemblies or collective worship with more than one group. A plan has been written to detail 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. Supply teachers, peripatetic teachers and/or other temporary staff can move between schools. They should ensure they minimise contact and maintain as much distance as possible from other staff.</p>	<p>For the spring term, maintaining consistent groups remains important, but given the decrease in the prevalence of coronavirus (COVID-19) and the resumption of the full range of curriculum subjects, schools may need to change the emphasis on bubbles within their system of controls and increase the size of these groups. Assemblies and all meetings (staff, SLT, Team) to take place via Teams.</p> <p>Class sized bubbles are to be implemented across school, although there will be minimal interaction due to specialist teaching such as phonics, occupational therapy etc.</p> <p>Schools should make small adaptations to the classroom to support distancing.</p>	<p>All Staff Overseen by SLT</p>	<p>Ongoing from 08.03.21</p>	

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	<p>Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual.</p>	<p>A new playground duty rota to be introduced with class going outside and staying within bubbles as playgrounds will have been split. EY yard to be split into 2 by chairs for Nursery & Rec bubbles. KS1 yard to be split into 2 by chairs for Y1 and Y2 bubbles. KS2 yard to be split into 2 and the field split into 2 using double row of cones and the Quiet & Calm Area used for Y3, Y4, Y5, Y6 and ARP bubbles. (Staggered playtimes in use if weather is wet and the field cannot be used) KS2 play areas should be rotated on a weekly basis so that playground equipment (eg Tricky Trail etc) is left for 72 hours between bubbles on a weekend. If the field is too wet, playtime will be staggered with Y4 and Y6 10:25 – 10:45 and Y3, Y5 & ARP 10:45 -11:05 with bubble staff supervising. At lunchtime, there will be rotation of eating, outdoor and indoor play within the lunch hour with approximately 20 minutes of each, e.g. Y5 eat, play inside then go out into playground in one area while Y6 play out in the same area of the playground, then eat, then play inside. Y3 and Y4 will do the same in a different area of the playground. ARP can continue to use the other playground area as normal. Playground equipment will not be used if the field is wet. Play equipment (hula-hoops, skipping ropes etc) can be used for the week then wiped and left for 72 hours between bubbles on a weekend. New mid-day supervisors appointed so there is one per bubble Staff to take break in the main hall with 6 dining tables set out in a rectangle to enable social distancing and use facilities in main kitchen 2 at a time. Staff have been made aware of the</p>			

Activity to Manage	Current Control Measures	Additional Control Measures	Action by who?	Action by when?	Done
		<p>importance to distance themselves from other staff members</p> <p>Children to have trays delivered to classrooms by kitchen staff with cutlery already in. They carry them to the dining hall (so they don't touch anything on their way), escorted by school staff while lunchtime-supervisor stays with packed lunch children, to choose meal then carry back to classroom to eat outside wherever possible, except Reception who will eat in the dining hall because there are not enough tables & chairs in their classroom for them to all sit down. (nothing dropped on the floors please). Trays collected by kitchen staff.</p> <p>Lunch rota Rec, Y1, Y3, Y5, ARP, Y2, Y6, Y4 (Y2, Y3 & Y4 can rotate) (ARP, Y5 & Y6 can rotate) – this is to avoid classes meeting in the ICT suite etc.</p>			
<p>Contingency Plans for outbreaks</p>	<p>For individuals or groups of self-isolating pupils, remote education will be accessed through Teams and Oak Academy. 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>Pupils educated at home because of self-isolating, bubble closure or local lockdown will be supported by remote education plans (Oak National Academy) or class streaming.</p> <p>Pupils who require ICT devices or dongles will notify school.</p> <p>Online learning policy issued to all families.</p> <p>See section on remote education support.</p>	<p>HT, DHT, Class teachers and OneIT</p>	<p>When required.</p>	

Activity to Manage	Current Control Measures	Additional Control Measures	Action by who?	Action by when?	Done
<p>Transport</p>	<p>Dedicated school transport. The approach to dedicated transport should align as far as possible with the approach being adopted within school. It is important to consider:</p> <ul style="list-style-type: none"> • how pupils are grouped together on transport, where possible this should reflect the bubbles that are adopted within school • use of hand sanitiser upon boarding and/or disembarking • additional cleaning of vehicles • organised queuing and boarding where possible • distancing within vehicles wherever possible • the use of face coverings for children (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. 	<p>DfE will shortly publish new guidance to local authorities on providing dedicated school transport, based on the framework outlined here.</p> <p>Office Staff/SENCO have contacted transport to ensure DFE guidelines are in place.</p>	<p>Overseen by M Moroz and Office Staff</p>	<p>Ongoing</p>	
<p>Premises management</p>	<p>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.</p>		<p>Caretaker and contractors as applicable.</p>	<p>Ongoing</p>	
<p>Control of Contractors arrangements</p>	<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>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</p>	<p>Caretaker</p>	<p>Ongoing</p>	

Activity to Manage	Current Control Measures	Additional Control Measures	Action by who?	Action by when?	Done
	<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>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.</p> <p>Whenever possible contractors to only access school during holidays on when pupils are not on site. Contractors to ensure they wear face coverings at all time when on site.</p>			
Water Hygiene	<p>As a result of closure or part closure, drinking water systems may have been subject to stagnation due to 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>Schools should consult with their water hygiene contractor to establish the extent of mitigation 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>	Caretaker and contractors as applicable.	On the return to school after each holiday	
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).</p>	<p>Cleaners to leave windows and doors open after cleaning each morning. Staff to ensure that windows or classroom doors are propped open whenever possible. Use of outdoor space to be encouraged during lesson times if appropriate.</p>	Caretaker and cleaners All Staff	March 8 th	

Activity to Manage	Current Control Measures	Additional Control Measures	Action by who?	Action by when?	Done
	<p>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>	<p>Air conditioning unit MUST be turned on when ICT room is in use.</p>			
<p>Fire Management</p>	<p>All relevant fire safety equipment and systems shall be checked and tested and recorded in the premises Fire Log Book before fully reopening.</p>	<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 ensure that they close properly • checking that automatic fire dampers, smoke venting and smoke extraction systems are operational. <p>Fire and ICECATs drills to take place within 1st 2 weeks of the summer term to remind children of evacuation procedures within bubbles. On advice from Health and Safety Office – in the event of a fire staff and pupils to disregard social distancing measures and evacuate the building as quickly as possible.</p>	<p>HT/SMT/Caretaker and Office Manager</p> <p>All staff</p>	<p>Ongoing</p>	

Activity to Manage	Current Control Measures	Additional Control Measures	Action by who?	Action by when?	Done
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/Kitchen staff and contractors as applicable	On going	
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>	HT	End of September 2020	
Behaviour expectations	<p>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.</p>	<p>Remind pupils of behaviour policy on return to school in March.</p> <p>If pupils require use of sanctions, these should be followed with an understanding that pupils are under increased strain and stress. If pupil requires the attention of a member of SLT, the pupils should remain with class and the SLT member should come to the child.</p> <p>Children MUST not be walked through school between bubbles to see a member of SLT.</p> <p>This is particularly the case when considering restrictions on movement within school and new hygiene rules.</p> <p>Schools will need to work with staff, pupils and parents to ensure that behaviour expectations are clearly understood, and consistently</p>	SLT	8 th March	

Activity to Manage	Current Control Measures	Additional Control Measures	Action by who?	Action by when?	Done
		supported, taking account of individual needs and should also consider how to build new expectations into their rewards system.			
Individual pupil risk assessments	<p>Consider pupils who have not previously required a risk assessment but who may now present with a risk :</p> <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. 	<p>Teachers to add amendments to current risk assessments.</p> <p>Sensory interventions must be removed or amended dependent upon proximity of staff to pupils</p> <p>Team Teach not to be used – other pupils to be removed from room until situation has calmed.</p>	HT/SMT/SENCO/PSA	8 th March	
Educational Visits.	In the spring term, educational residential visits remain prohibited.		DHT	From Summer Term	
Music	<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>Music teacher to wear face shield</p> <p>Music teacher to continue to teach via Teams whenever possible, weather permitting.</p> <p>Music teacher will be responsible for wiping relevant equipment between bubbles.</p> <p>In bubbles, equipment and resources moved back in and shared resources cleaned regularly.</p> <p>If other music teachers visit school (i.e. TVMS) school will 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.</p>	HT, Music Lead, C Nixon	8 th March	

Activity to Manage	Current Control Measures	Additional Control Measures	Action by who?	Action by when?	Done
		<p>Singing, wind and brass playing should not take place in larger groups such as school choirs and ensembles, or school assemblies. Further more detailed DfE guidance will be published shortly.</p>			
<p>Physical activity in schools</p>	<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. 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. PE Teacher to wear face shield. PE teacher to continue to teach outside whenever possible, weather permitting. PE teacher will be responsible for wiping relevant equipment between bubbles. In bubbles, equipment and resources moved back in and shared resources cleaned regularly. PE equipment thoroughly cleaned & contact sports avoided. Maximise distance because of way in which people breathe during exercise</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 . Schools are able to work with external coaches, clubs and organisations for curricular and extra-curricular activities where they are satisfied that it is safe to do so. Schools should consider carefully how such arrangements can operate within their wider protective measures. 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>HT, PE Lead, J Poole</p>	<p>8th March</p>	

Activity to Manage	Current Control Measures	Additional Control Measures	Action by who?	Action by when?	Done
Sports governing bodies.	<p>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:</p> <ul style="list-style-type: none"> • Droplet transmission • Fomite transmission • Population. <p>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.</p> <p>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.</p> <p>Until the national governing body is linked on GOV.UK, the team sport should not restart.</p>	<p>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.</p> <p>All afterschool clubs except Digital Leaders (which can be accessed remotely) to be suspended during the remainder of the spring term.</p>	HT, PE Lead and J Poole	8 th March	
Extra curricular activity	<p>Schools can consult the guidance produced for summer holiday childcare, available at Protective measures for out-of-school settings during the coronavirus (COVID-19) outbreak as much of this will be useful in planning extra-curricular provision.</p> <p>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</p>	<p>All afterschool clubs, except Digital Leaders (which can be accessed remotely) to be suspended during the remainder of the spring term.</p>	HT, PE Lead and J Poole	8 th March	

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	measures, and only use those providers that can demonstrate this. As with physical activity during the school day, contact sports should not take place.				
Catering	The government expect that kitchens will be fully open from the start of the spring 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. School kitchens can continue to operate, but must comply with the guidance for food businesses on coronavirus (COVID-19) .		Kitchen Staff, HT	8 th March 2021	

	Name	Date	Comments
1 st review by	J Stanyard	26.08.20	Amendments made in red
2 nd review by	J Stanyard	22.11.20	Amendments made in green and highlighted in yellow.
3 rd Review	J Stanyard	03.03.21	Amendments made in red
Quality assurance check by manager / line manager			

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: _____ Your Health and Safety Representative
(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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3.8.20