

COVID-19 Risk assessment – Fully opening schools



Part A – Information for Trustees

1. Are your current control measures effective? How do you know?

During the last full opening we maintained regular contact with Public Health Gateshead regarding confirmed cases and our response to these cases. We have been advised that our infection rate is lower than in the local community. We have not had an outbreak that required a whole year group to be sent home, which has been the case in other schools. We have asked a whole class to isolate as we had two confirmed case in a short time with no confirmed link. The decision to isolate the group was taken after consultation with Public Health Gateshead and was a precautionary measure (i.e. we were not instructed to do this) to avoid further cases in the group. We have been able to maintain a fully operational school during the Pandemic and effectively manage the cases that have arisen.

During partial opening for vulnerable students and children of key workers we did not have a single positive case for a student or staff member on site

2. Are your current control measures working as you intended?

Yes. Bubble integrity has been maintained. Infection rates have been within an acceptable margin and no higher than infection rates in the community. Feedback from staff, students and parents has been positive, considering the challenging times that we are in. We have continued to monitor control measures and raise awareness with staff, students, parent and carers through briefings, on-line assemblies and letters. Students have been compliant and followed the systems and expectations required.

Again, during partial opening, we did not have any positive cases on site.

3. Have you considered the latest issues in your school and any information regarding Covid available from DFE and PHE and other sources?

Yes. As well as monitoring the situation in school, we monitor policy changes and advice from DFE and PHE. We liaised with the DFE, PHE and been in regular contact with Public Health Gateshead. Where positive cases have occurred we have discussed the measures in place and agreed appropriate actions. We have updated this risk assessment six times during the summer term and our "September opening" risk assessment seven times over the course of the autumn term as we have gained more information and a better understanding of the issues. A new version was written for partial opening (Jan-Mar) and combined lessons learnt during the last partial opening combined with improvements made during full opening in September. We have updated this risk assessment to reflect the current government and health care advice.

4. Did you make any changes to your control measures in the light of this?

Yes. Each version has been shared with stakeholders and changes marked in blue to highlight where new measures have been introduced.

5. Did your changes to control measures affect your assessment of risk?

Most of these changes were relatively small and therefore did not affect the overall assessment of risk. Moving from partial opening to full opening did cause us to revise some areas from low risk to medium risk due the the number of staff and students on site.

Part B – Whole School COVID-19 Risk Assessment

The Government has asked schools to adhere to the following:

It is the Government's plan that all pupils, in all year groups, will return to school full-time from [Monday 8th March](#). [Schools are able to have a phased return in order to support the student testing programme.](#)

The new guidance ([February 2021](#)) is intended to support schools. The guidance also covers expectations for children with special educational needs and disability (SEND), including those with education, health and care plans, in mainstream schools.

[All changes to the previous risk assessment \(2.7\) are in blue.](#)

The link to new guidance is as follows:

[Schools coronavirus \(COVID-19\) operation guidance \(applies from 8 March\)](#)

Separate guidance for SEN school provision is available here:

<https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/guidance-for-full-opening-special-schools-and-other-specialist-settings>

The government guidance says the following:

Schools must comply with health and safety law, which requires them to assess risks and put in place proportionate control measures. Schools should thoroughly review their health and safety risk assessments and draw up plans for the autumn term that address the risks identified using the system of controls set out below. These are an adapted form of the system of protective measures that will be familiar from the summer term.

[Much of the content in the DFE guidance is familiar, as it replicates what was in place for the autumn term. Specific changes include:](#)

- [use of face coverings in classrooms for secondary age pupils and staff](#)
- [mandatory attendance expectations in different school phases](#)
- [current expectations for clinically extremely vulnerable pupils and staff](#)
- [curriculum expectations](#)
- [elective home education](#)

- exams

Essential measures include:

1. a requirement that people who are ill stay at home;
2. robust hand and respiratory hygiene;
3. enhanced cleaning arrangements;
4. active engagement with NHS Test and Trace;
5. formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise the potential for contamination so far as is reasonably practicable.

How contacts are reduced will depend on the school's circumstances and will (as much as possible) include:

- grouping children together (bubbles);
- avoiding contact between groups;
- arranging classrooms with forward-facing desks;
- staff maintaining distance from pupils and other staff as much as possible.

Employers must protect people from harm. This includes taking reasonable steps to protect staff, pupils and others from coronavirus (COVID-19) within the education setting.

As part of planning for the Spring Term, it is a legal requirement that schools should revisit and update their risk assessments (building on the learning to date and the practices they have already developed and incorporate updated guidance), to consider the additional risks and control measures. Settings should also review and update their wider risk assessments and consider the need for relevant revised controls in respect of their conventional risk profile considering the implications of coronavirus (COVID-19). Schools should ensure that they implement sensible and proportionate control measures which follow the health and safety hierarchy of control to reduce the risk to the lowest reasonably practicable level.

School employers should have active arrangements in place to monitor that the controls are:

- effective;
- working as planned;
- updated appropriately considering any issues identified and changes in public health advice.

The risk assessment template below sets out the known hazards and important controls that have been advised either by the Government/DfE, the World Health Organisation (WHO), Public Health England (PHE), NHS (safe practice) or good practice. Some are suggested measures that may be or may not be applicable to your school and specific education setting. The responsible person within the school should use this information to formulate a plan / safe procedure that fit your school.

There are some specific issues that are addressed in the risk assessment, but for clarity, please read the full Government advice to schools. Risk assessment templates are also available for Mass Asymptomatic Testing, Wraparound provisions and Partial opening with Critical Worker & Vulnerable Pupils.

Additional PPE for coronavirus (COVID-19) is only required in a very limited number of scenarios, for example, when:

- a pupil becomes ill with coronavirus (COVID-19) symptoms, and only then if a 2 metre distance cannot be maintained

- performing aerosol generating procedures (AGPs) – guidance is provided at <https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe#aerosol-generating-procedures-agps>

A facemask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then gloves, an apron and a facemask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example, from coughing, spitting, or vomiting, then eye protection should also be worn.

PPE must be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as a very young child or a child with complex needs). More information on PPE use can be found here <https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe>

The system of controls:

Protective measures

This is the set of actions schools must take. They are grouped into 'prevention' and 'response to any infection' and are outlined in more detail in the sections below.

Prevention

The school must:

- 1) Minimise contact with individuals who are required to self-isolate by ensuring they do not attend the school.
- 2) Ensure face coverings are used in recommended circumstances.
- 3) Ensure everyone is advised to clean their hands thoroughly and more often than usual.
- 4) Ensure good respiratory hygiene for everyone by promoting the 'catch it, bin it, kill it' approach.
- 5) Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents.
- 6) Consider how to minimise contact across the site and maintain social distancing wherever possible.
- 7) Keep occupied spaces well ventilated.

In specific circumstances:

- 8) Ensure individuals wear appropriate personal protective equipment (PPE) where necessary.
- 9) Promote and engage in asymptomatic testing, where available.

Response to any infection

- 10) Promote and engage with the NHS Test and Trace process.
- 11) Manage and report confirmed cases of coronavirus (COVID-19) amongst the school community.
- 12) Contain any outbreak by following local health protection team advice.

1. Minimise contact with individuals who are required to self-isolate by ensuring they do not attend the school

When an individual develops coronavirus (COVID-19) symptoms or has a positive test Pupils, staff and other adults must not come into the school if:

- they have one or more coronavirus (COVID-19) symptoms
- a member of their household (including someone in their support bubble or childcare bubble if they have one) has coronavirus (COVID-19) symptoms
- they are required to quarantine having recently visited countries outside the Common Travel Area
- they have had a positive test

They must immediately cease to attend and not attend for at least 10 days from the day after:

- the start of their symptoms
- the test date if they did not have any symptoms but have had a positive test

You must follow this process and ensure everyone onsite or visiting is aware of it. Anyone told to isolate by NHS Test and Trace or by their public health protection team has a legal obligation to self-isolate, but you may leave home to avoid injury or illness or to escape risk of harm. More information can be found on NHS Test and Trace: [how it works](#).

If anyone in your school develops a new and continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), you:

- must send them home to begin isolation - the isolation period includes the day the symptoms started and the next 10 full days
- advise them to follow the guidance for households with possible or confirmed coronavirus (COVID-19) infection
- advise them to arrange to have a test as soon as possible to see if they have coronavirus (COVID-19)

Other members of their household (including any siblings and members of their support or childcare bubble if they have one) should self-isolate. Their isolation period includes the day symptoms started for the first person in their household, or the day their test was taken if they did not have symptoms, and the next 10 full days. If a member of the household starts to display symptoms while self-isolating they will need to restart the 10 day isolation period and book a test. If anyone tests positive whilst not experiencing symptoms but develop symptoms during the isolation period, they must restart the 10 day isolation period from the day they developed symptoms. In non-residential schools, if a pupil displays coronavirus (COVID-19) symptoms, or has a positive test, while at their school they should avoid using public transport and, wherever possible, be collected by a member of their family or household. In exceptional circumstances, if parents or carers cannot arrange to have their child collected, if age-appropriate and safe to do so the child should walk, cycle or scoot home following a positive test result. If this is not possible, alternative arrangements may need to be organised by the school. The local authority may be able to help source a suitable vehicle which would provide appropriate protection for the driver, who must be made aware that the individual has tested positive or is displaying symptoms. If a pupil 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 pupil, with appropriate adult supervision if required
- a window should be opened for fresh air ventilation if it is safe to do so
- if it is not possible to isolate them, move them to an area which is at least 2 metres away from other people
- if they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible - the bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else
- personal protective equipment (PPE) must be worn by staff caring for the pupil while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs) - more information on PPE use can be found in the [safe working in education, childcare and children's social care settings guidance](#)

In an emergency, call 999 if someone is seriously ill or injured or their life is at risk. Anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital, unless advised to.

Public Health England (PHE) has good evidence that routinely taking the temperature of pupils is not recommended as this is an unreliable method for identifying coronavirus (COVID-19). Further information is available on how to manage and report confirmed cases of coronavirus (COVID-19) amongst the school community.

When an individual has had close contact with someone with coronavirus (COVID-19) symptoms, regardless of whether they are wearing PPE, and all other members of staff or pupils who have been in close contact with that person, do not need to go home to self-isolate unless:

- the symptomatic person subsequently tests positive
- they develop symptoms themselves (in which case, they should self-isolate immediately and arrange to have a test)
- they are requested to do so by NHS Test and Trace or the Public Health England (PHE) advice service (or PHE local health protection team if escalated)
- they have tested positive from an LFD test as part of a community or worker programme

Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned after they have left, to reduce the risk of passing the infection on to other people. See the guidance on the cleaning of non-healthcare settings. If you are contacted by NHS Test and Trace or your local health protection team and told to self-isolate because you have been a close contact of a positive case, you have a legal obligation to do so.

2. Ensure face coverings are used in recommended circumstances

Where pupils in year 7 (which would be children who were aged 11 on 31 August 2020) and above are educated, we recommend that face coverings should be worn by adults and pupils when moving around the premises, outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained. **In addition, we now also recommend in those schools, that face coverings should be worn in classrooms or during activities unless social distancing can be maintained.** This does not apply in situations where wearing a face covering would impact on the ability to take part in exercise or strenuous activity, for example in PE lessons. **We are taking this additional precautionary measure for a limited time during this period of high coronavirus (COVID-19) prevalence in the community. These measures will be in place until Easter.** As with all measures, we will keep it under review and update guidance at that point.

Transparent face coverings, which may assist communication with someone who relies on lip reading, clear sound or facial expression to communicate, can also be worn. Face visors or shields should not be worn as an alternative to face coverings. They may protect against droplet spread in specific circumstances but are unlikely to be effective in reducing aerosol transmission when used without an additional face covering. They should only be used after carrying out a risk assessment for the specific situation and should always be cleaned appropriately.

Exemptions

Some individuals are exempt from wearing face coverings. This applies to those who:

- cannot put on, wear or remove a face covering because of a physical impairment or disability, illness or mental health difficulties
- speak to or provide help to someone who relies on lip reading, clear sound or facial expression to communicate.

The same exemptions will apply in education and childcare settings and you should be sensitive to those needs, noting that some people are less able to wear face coverings and that the reasons for this may not be visible to others.

Access to face coverings

Due to the increasing use of face coverings in wider society, staff and pupils are already likely to have access to face coverings. PHE has also published guidance on how to make a simple face covering. You should have a small contingency supply available for people who:

- are struggling to access a face covering
- are unable to use their face covering as it has become damp, soiled or unsafe
- have forgotten their face covering

No pupil should be denied education on the grounds that they are not wearing a face covering.

Safe wearing and removal of face coverings

You should have a process for when face coverings are worn within your school and how they should be removed. You should communicate this process clearly to pupils, staff and visitors and allow for adjustments to be made for pupils with SEND who may be distressed if required to remove a face covering against their wishes. Safe wearing of face coverings requires the:

- cleaning of hands before and after touching – including to remove or put them on
- safe storage of them in individual, sealable plastic bags between use

Where a face covering becomes damp, it should not be worn, and the face covering should be replaced carefully. Staff and pupils may consider bringing a spare face covering to wear if their face covering becomes damp during the day. You must instruct pupils to:

- not touch the front of their face covering during use or when removing it
- dispose of temporary face coverings in a 'black bag' waste bin (not recycling bin)
- place reusable face coverings in a plastic bag they can take home with them
- wash their hands again before heading to their classroom

Separate guidance is available on preventing and controlling infection, including the use of PPE, in education, childcare and children's social care settings

3. Ensure everyone is advised to clean their hands thoroughly and more often than usual

Coronavirus (COVID-19) is an easy virus to kill when it is on skin. This can be done with soap and water or hand sanitiser. You must ensure that pupils clean their hands regularly, including:

- when they arrive at the school
- when they return from breaks
- when they change rooms
- before and after eating

Consider how often pupils and staff will need to wash their hands and incorporate time for this in timetables or lesson plans. Frequent and thorough hand cleaning should now be regular practice. You should consider:

- whether you have enough hand washing or hand sanitiser stations available so that all pupils and staff can clean their hands regularly
- if you need to supervise hand sanitiser use given the risks around ingestion – skin friendly skin cleaning wipes can be used as an alternative
- building these routines into school culture, supported by behaviour expectations and helping ensure younger pupils and those with complex needs understand the need to follow them

4. Ensure good respiratory hygiene for everyone by promoting the 'catch it, bin it, kill it' approach

The 'catch it, bin it, kill it' approach continues to be very important. Make sure enough tissues and bins are available to support pupils and staff to follow this routine. As with hand cleaning, you must ensure all pupils understand that this is now part of how the setting operates. The e-Bug coronavirus (COVID-19) website contains free resources for schools, including materials to encourage good hand and respiratory hygiene.

5. Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products, such as detergents

In line with the risk assessment and timetabling of the day, put in place and maintain an enhanced cleaning schedule. This should include:

- more frequent cleaning of rooms or shared areas that are used by different groups
- frequently touched surfaces being cleaned more often than normal
- cleaning toilets regularly
- encouraging pupils to wash their hands thoroughly after using the toilet
- if your site allows it, allocating different groups their own toilet blocks

PHE has published guidance on the cleaning of non-healthcare settings. This contains advice on the general cleaning required in addition to the existing advice on cleaning when there is a suspected case.

6. Consider how to minimise contact across the site and maintain social distancing wherever possible

Minimising contacts and mixing between people reduces transmission of coronavirus (COVID-19). This is important in all contexts, and you must consider how to implement this. You must do everything possible to minimise contacts and mixing while delivering a broad and balanced curriculum. The overarching principle to apply is reducing the number of contacts between pupils and staff. This can be achieved through keeping groups separate (in 'bubbles') and through maintaining distance between individuals. These are not alternative options and both measures will help, but the balance between them will change depending on the:

- pupil's ability to distance
- layout of the building
- feasibility of keeping distinct groups separate while offering a broad curriculum

How to group children

Consistent groups reduce the risk of transmission by limiting the number of pupils and staff in contact with each other to only those within the group. Maintaining distinct groups or 'bubbles' that do not mix makes it quicker and easier in the event of a positive case to identify those who may need to self-isolate and to keep that number as small as possible. When using larger groups, the other measures from the system of controls become even more important to minimise:

- transmission risks
 - the numbers of pupils and staff who need to self-isolate
- You will need to consider:
- the cleaning and use of shared spaces, such as:
 - playgrounds
 - dining halls
 - toilets
 - the provision of specialist teaching and therapies

Assess your circumstances and try to implement 'bubbles' of an appropriate size to achieve the greatest reduction in contact and mixing. Make sure this will not affect the quality and breadth of teaching or access for support and specialist staff and therapists. Whatever the size of the group, they should be kept apart from other groups where possible. Encourage pupils to keep their distance within groups. Try to limit interaction, sharing of rooms and social spaces between groups as much as possible. Both the approaches of separating groups and maintaining distance are not 'all or nothing' options and will still bring benefits, even if partially implemented. You may keep pupils in their class groups for most of the classroom time, but also allow mixing in wider groups for:

- specialist teaching
- wraparound care
- transport

Siblings may also be in different groups. All teachers and other staff can operate across different classes and year groups to facilitate the delivery of the timetable and specialist provision. Where staff need to move between groups, they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults. Try to minimise the number of interactions or changes wherever possible.

Measures within the classroom

Maintaining a distance between people while inside and reducing the amount of time they are in face-to-face contact lowers the risk of transmission. There is strong public health advice that staff in secondary schools maintain distance from their pupils, staying at the front of the class, and away from their colleagues where possible. Ideally, adults should maintain 2 metre distance from each other and from children. We know that this is not always possible, particularly when working with pupils with complex needs, or those who need close contact care. Provide educational and care support for these pupils as normal, with other increased hygiene protocols in place to minimise the risk of transmission.

Where possible, for example with older pupils with less complex needs who can self-regulate their behaviours without distress, they should also be supported to maintain distance and not touch staff and their peers. It may also not be feasible where space does not allow. Doing this where you can, even some of the time, will help. When staff and pupils cannot maintain distancing, the risk can be reduced by keeping pupils in the smaller, class-sized groups. You should make small adaptations to the classroom to support distancing where possible. That should include seating pupils side by side and facing forwards, rather than face-to-face or side on. It might also include moving unnecessary furniture out of the classroom to make more space.

Measures elsewhere

You should avoid large gatherings such as assemblies or collective worship with more than one group. When timetabling, groups should be kept apart and movement around the school kept to a minimum. While passing briefly in the corridor or playground is low risk, avoid creating busy corridors, entrances and exits. Consider staggered break times and lunch times. Make sure you allow time for cleaning surfaces in the dining hall between groups. You should also plan how shared staff spaces are set up and used to help staff to distance from each other. You should minimise the use of staff rooms, although staff must still have a break of a reasonable length during the day.

Measures for arriving at, and leaving the setting

Consider staggered starts or adjusting start and finish times to keep groups apart as they arrive and leave. Staggered start and finish times should not reduce the amount of overall teaching time. You should consider how to communicate any changes to parents. Remind them about the process that has been agreed for drop off and collection, including not to:

- gather at the gates
- come onto the site without an appointment

Travelling to the setting

Pupils and staff may use public transport where necessary, but we encourage them to walk, cycle or scoot to and from school wherever it is possible and safe to do so. Where pupils and staff need to use public transport, they should follow the safer travel guidance for passengers. The transport to schools and other places of education guidance requires those involved in the provision of dedicated transport to schools to identify the risks. You should adopt measures to address those risks in a way that works in the local circumstances. Distancing should be maximised and mixing of groups should be minimised where possible and practical. People aged 11 and over must wear a face covering when travelling on public transport. In accordance with advice from PHE, they must also wear a face covering when travelling on dedicated transport to secondary school. People who are exempt do not need to wear a face covering

Other considerations

Some pupils with SEND (whether with EHC plans or on SEN support) will need specific help and preparation for the changes to routine that these measures will involve. Staff should plan to meet these needs, for example using social stories. To make sure pupils with medical conditions are fully supported, work with:

- local authorities
- health professionals
- regional schools' commissioners
- other services

Use individual healthcare plans to help pupils receive an education in line with their peers. In some cases, the pupil's medical needs will mean this is not possible, and educational support will require flexibility. Further information is available in the guidance on supporting pupils at school with medical conditions. Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual. They, as well as supply teachers, peripatetic teachers or other temporary staff, can move between settings. They should ensure they minimise contact and maintain as much distance as possible from other staff. Such specialists will be aware of the PPE most appropriate for their role. Schools should consider how to manage other visitors to the site, such as contractors, catering staff and deliveries, as well as cleaning staff on site who may be working throughout the school and across different groups. This will require close co-operation between schools and the other relevant employers. You should have discussions with key contractors about the school's control measures and ways of working. They should ensure site guidance on physical distancing and hygiene is explained to visitors on or before arrival. Where visits can happen safely outside of school hours, they should. A record should be kept of all visitors with sufficient detail to support rapid contact tracing if required by NHS Test and Trace.

As normal, you should engage with your local immunisation providers to provide immunisation programmes on site, ensuring these will be delivered in keeping with the school's control measures. These programmes are essential for children's health and wellbeing and can also provide benefits for staff. Where a pupil routinely attends more than one setting on a part time basis, for example because they are dual registered at a mainstream school and a special setting, the settings should work through the system of controls collaboratively, enabling them to address any risks identified and allowing them to jointly deliver a broad and balanced curriculum for the pupil. Pupils should be able to continue attending both settings. While some adjustment to arrangements may be required, pupils in this situation should not be isolated as a solution to the risk of greater contact except when required by specific public health advice.

Equipment

For individual and very frequently used equipment, such as pencils and pens, staff and pupils should have their own items. Classroom based resources, such as books and games, can be used and shared within the bubble. These should be cleaned regularly, along with all frequently touched surfaces. Resources that are shared between classes or bubbles, such as sports, arts, and science equipment should be cleaned frequently. When sharing equipment between different bubbles, you should either:

- clean it before it is moved between bubbles
- allow them to be left unused for a period of 48 hours (72 hours for plastics)

You will need to assess the ability to clean equipment used in the delivery of therapies, for example, physiotherapy equipment or sensory equipment. Determine whether this equipment can withstand cleaning and disinfecting between each use before it is put back into general use. Where cleaning or disinfecting is not possible or practical, resources will have to be either:

- restricted to one user
- left unused for a period of 48 hours (72 hours for plastics) between use by different individuals

Pupils should limit the amount of equipment they bring into school each day, including essentials such as:

- lunch boxes
- hats and coats
- books
- stationery
- mobile phones

Bags are allowed. Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided. Similar rules on hand cleaning, cleaning of the resources and rotation should apply to these resources.

Parent pick-up and drop-offs

We know that travel to school patterns differ greatly. If those patterns allow, schools should consider staggered starts or adjusting start and finish times to keep groups apart as they arrive and leave school. Staggered start and finish times should not reduce the amount of overall time children spend in school. A staggered start may, for example, include keeping the length of the day the same but starting and finishing later to avoid rush hour. Schools should consider how to communicate this to parents and remind them about the process that has been agreed for drop off and collection, including that gathering at the school entrance and otherwise coming onto the site without an appointment is not allowed.

7. Keep occupied spaces well ventilated

Good ventilation reduces the concentration of the virus in the air, which reduces the risk from airborne transmission. This happens when people breathe in small particles (aerosols) in the air after someone with the virus has occupied and enclosed area. When your school is in operation, it is important to ensure it is well ventilated and a comfortable teaching environment is maintained. These can be achieved by a variety of measures including:

- mechanical ventilation systems – these should be adjusted to increase the ventilation rate wherever possible and checked to confirm that normal operation meets current guidance and that only fresh outside air is circulated. If possible, systems should be adjusted to full fresh air or, if not, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply

- natural ventilation – opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation and opened more fully during breaks to purge the air in the space). Opening internal doors can also assist with creating a throughput of air
- natural ventilation – if necessary external opening doors may also be used (as long as they are not fire doors and where safe to do so)

The Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak and CIBSE coronavirus (COVID-19) advice provides more information. To balance the need for increased ventilation while maintaining a comfortable temperature, consider:

- opening high level windows in colder weather in preference to low level to reduce draughts
- increasing the ventilation while spaces are unoccupied (for example, between classes, during break and lunch, when a room is unused)
- providing flexibility to allow additional, suitable indoor clothing – for more information see school uniform
- rearranging furniture where possible to avoid direct draughts

Heating should be used as necessary to ensure comfort levels are maintained particularly in occupied spaces.

8. Ensure individuals wear the appropriate personal protective equipment (PPE) where necessary

Face coverings are not classified as PPE (personal protective equipment). PPE is used in a limited number of settings to protect wearers against hazards and risks, such as surgical masks or respirators used in medical and industrial settings. A face covering is a covering of any type which covers your nose and mouth. Most staff in schools will not require PPE beyond what they would normally need for their work. If a pupil already has routine intimate care needs that involve the use of PPE, the same PPE should continue to be used. Additional PPE for coronavirus (COVID-19) is only required in a very limited number of scenarios, for example, when:

- a pupil becomes ill with coronavirus (COVID-19) symptoms, and only then if a 2 metre distance cannot be maintained
- performing aerosol generating procedures (AGPs)

When working with children and young people who cough, spit or vomit but do not have coronavirus (COVID-19) symptoms, only any PPE that would be routinely worn, should be worn. The guidance on safe working in education, childcare and children's social care provides more information about preventing and controlling infection. This includes:

- when and how PPE should be used
- what type of PPE to use
- how to source it

9. Promote and engage in asymptomatic testing, where available

Rapid testing remains a vital part of our plan to suppress this virus. Schools should follow the guidance set out for their settings.

10. Promote and engage with the NHS Test and Trace process

Staff members, parents and carers will need to:

- book a test if they or their child has symptoms - the main symptoms are:
 - a high temperature
 - a new continuous cough
 - a loss or change to your sense of smell or taste
- self-isolate immediately and not come to school if:
 - they develop symptoms
 - they have been in close contact with someone who tests positive for coronavirus (COVID-19)
 - anyone in their household or support or childcare bubble develops symptoms of coronavirus (COVID-19)

- they are required to do so having recently travelled from certain other countries or they have been advised to isolate by NHS test and trace or the PHE local health protection team, which is a legal obligation
- provide details of anyone they have been in close contact with, if they test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace Polymerase Chain Reactions (PCR) tests for symptomatic testing Booking a polymerase chain reaction (PCR) test through 119

Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests for symptomatic illness can be booked online through the NHS testing and tracing for coronavirus (COVID-19) website, or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing. All children and young people can be tested if they have symptoms. This includes children under 5, but children aged 11 and under will need to be helped by their parents or carers if using a home testing kit. Polymerase Chain Reaction (PCR) tests contingency supply Separate to the asymptomatic testing regime, all schools were sent an initial supply of 10 PCR test kits before the start of the autumn term in 2020. You can replenish these kits when they run out by making an order through the online portal. You should call the Test and Trace helpdesk on 119 if the kits that you have ordered have not arrived. Having a test at a testing site will deliver the fastest results for symptomatic cases. These PCR test kits are provided to be used in the exceptional circumstance that an individual becomes symptomatic and you believe they may have barriers to accessing testing elsewhere. You will need to decide how to prioritise the distribution of your test kits.

These kits can be given directly to:

- staff
- parents collecting a pupil who has developed symptoms at school

These PCR tests kits will also help ensure that symptomatic staff can get a test. If they test negative, they can return to work as soon as they are well and no longer have symptoms of coronavirus (COVID-19). Further information on test kits for schools and further education providers is available. Ask parents and staff to inform you as soon as they get their results.

NHS COVID-19 app

The app is available to anyone aged 16 and over to download if they choose. For some young people, particularly some with SEND, parents will need to decide whether their use of the app is appropriate. This will mean that some pupils in year 11, and most pupils in years 12 and above will be eligible to use the app and benefit from its features. Staff members are also able to use the app. The guidance for schools and further education colleges in England provides information about how the app works and guidance for its use within schools in England.

11. Manage confirmed cases of coronavirus (COVID-19) amongst the school community

You must take swift action when you become aware that someone who has attended has tested positive for coronavirus (COVID-19) having developed symptoms and taken a PCR test outside of school. If you would like support on the action you should take to respond to a positive case, you can contact the dedicated advice service introduced by Public Health England (PHE) and delivered by the NHS Business Services Authority. This can be reached by calling the DfE Helpline on 0800 046 8687 and selecting option 1 for advice on the action to take in response to a positive case. You will be put through to a team of advisers who will inform you of what action is needed based on the latest public health advice. The advice service (or PHE local health protection team if escalated) will work with you to guide you through the actions you need to take. Based on their advice, you must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate immediately and for the next 10 full days counting from the day after contact with the individual who tested positive.

Close contact means:

- anyone who lives in the same household as someone with coronavirus (COVID-19) symptoms or who has tested positive for coronavirus (COVID-19)
- anyone who has had any of the following types of contact with someone who has tested positive for coronavirus (COVID-19) with a PCR or LFD test:
 - face-to-face contact including being coughed on or having a face-to-face conversation within 1 metre
 - been within 1 metre for 1 minute or longer without face-to-face contact
 - sexual contacts
 - been within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day)
 - travelled in the same vehicle or a plane

The advice service (or PHE local health protection team if escalated) will provide advice on who must be sent home. To support them in doing so, we recommend you keep a record of pupils and staff in each group, and any close contact that takes places between pupils and staff in different groups (see section 6 of the system of control for more on grouping pupils). This should be a proportionate recording process. You do not need to ask pupils to record everyone they have spent time with each day or ask staff to keep definitive records in a way that is overly burdensome.

Where individuals are self-isolating and are within our definition of vulnerable, it is important that schools put systems in place to keep in contact with them, offer pastoral support, and check they are able to access education support. A template letter will be provided to you, on the advice of the health protection team, to send to parents and staff if needed. You must not share the names or details of people with coronavirus (COVID-19) unless essential to protect others. Household members of those contacts who are sent home do not need to self-isolate themselves unless the pupil or staff member who is self-isolating subsequently develops symptoms, unless they have been told to self-isolate by NHS Test and Trace or their public health protection team, in which case they must self-isolate. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within the 10 days from the day after contact with the individual who tested positive, they should follow guidance for households with possible or confirmed coronavirus (COVID-19) infection. They should get a test, and:

- if the test delivers a negative result, they must remain in isolation for the remainder of the 10-day isolation period. This is because they could still develop coronavirus (COVID-19) within the remaining days.
- if the test result is positive, they should inform their school immediately.

The Department for Health and Social Care has launched the Self-Isolation Service Hub (020 3743 6715). The phone line is open 7 days a week, 8am to 8pm, allowing a school to provide contact details of those individuals who have been asked to self-isolate and are likely to be eligible for the Test and Trace Support Payment or discretionary payment. By providing these details, close contacts of positive cases identified at school will be formally advised to self-isolate by NHS Test and Trace and provided with an NHS Test and Trace Account ID. Individuals who have not been formally advised to self-isolate by NHS Test and Trace will not receive an NHS Test and Trace Account ID and will not be able to claim from the Test and Trace Support Payment scheme. In order for any of your staff who may be eligible for a payment from the Test and Trace Support Payment scheme to be able to claim, you must follow these steps:

1. Ensure that you collate a list of appropriate close contacts for the person who has tested positive within your establishment and inform these close contacts that they now need to self-isolate.
2. Call the new Service Hub on 020 3743 6715 as soon as you have the eight digit NHS Test and Trace Account ID (sometimes referred to as a CTAS number) of the person who has tested positive.

3. Provide the details of the person who has tested positive, along with the details of the relevant close contacts you have identified. If you do not have NHS Test and Trace Account ID for the person who has tested positive, Hub staff will assist in tracing the person in order to register their contacts on the Test and Trace system (CTAS).
4. NHS Test and Trace will then contact individuals to formally advise them of their need to self-isolate and provide them with an NHS Test and Trace Account ID.
5. Following this, individuals who are employed or self-employed, on a low income, unable to work from home and losing income as a result may qualify for the Test and Trace Support Payment scheme through their local authority.

12. Contain any outbreak by following PHE local health protection team advice

If you have 2 or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, you may have an outbreak. You should call the dedicated advice service who will escalate the issue to your local health protection team where necessary and advise if any additional action is required. You can reach them by calling the DfE Helpline on 0800 046 8687 and selecting option 1 for advice on the action to take in response to a positive case. In some cases, health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure. This could be the class or year group. If you are implementing the system of controls, addressing any issues you have identified and therefore reducing transmission risks, whole site closure will not generally be necessary. You should not close except on the advice of health protection teams.

Admitting children and staff back to the school

The pupil or staff member who tested positive for coronavirus (COVID-19) can return to their normal routine and stop self-isolating after they have finished their isolation period and their symptoms have gone or if they continue to have only a residual cough or anosmia. This is because a cough or anosmia can last for several weeks once the infection has gone. If they still have a high temperature after 10 days or are otherwise unwell, you should advise them to stay at home and seek medical advice. You should not request evidence of negative test results or other medical evidence before admitting pupils or welcoming them back after a period of self-isolation. In the vast majority of cases, parents and carers will be in agreement that a pupil with symptoms should not attend the school, given the potential risk to others. In the event that a parent or carer insists on a pupil attending your school, you can take the decision to refuse the pupil if, in your reasonable judgement, it is necessary to protect your pupils and staff from possible infection with coronavirus (COVID-19). Your decision would need to be carefully considered in the light of all the circumstances and current public health advice

Premises Management

In conjunction with this risk assessment and guidance Judicium Education have previously provided a detailed risk assessment template for 'Managing Premises Functions' during this time and a six-part series of guidance documents (in the form of newsletters) titled 'Managing School Premises during COVID-19 outbreak'. The school's management and H&S Lead have been sent this guidance and have access to all Judicium templates. The premises team should refer to this information in order to ensure the school buildings are suitably managed at this time.

It is important that, prior to re-opening for the autumn term, all the usual pre-term building checks are undertaken to make the school safe.

To conform to WHO new advice, schools and colleges should take additional measures in locations where transmission of the virus is high. These areas are defined as areas of national government intervention.

Schools and colleges will need to communicate quickly and clearly to occupants in areas where new local restrictions have been imposed.

Please note:

The government guidance asks that all school risk assessments are reviewed that may be affected. This will include but is not exclusive to: Use and supervision of playgrounds, General classrooms, Common areas, Cleaning, Practical subjects (Science, PE, Art, DT, Performing Arts etc.).

There is specific guidance from organisations such as the Association for Physical Education that should be consulted. Each Head of Department (specialists in their area) must review these risk assessments, make suitable amendments and show how they are adhering to guidance. This is specific to your school and department.

Consulting and sharing Coronavirus (COVID-19) risk assessment

Schools should consult with the health and safety representative selected by a recognised trade union or, if there isn't one, a representative chosen by staff. Schools and staff should always come together to resolve issues.

Schools should share the results of their risk assessment with their workforce. If possible, they should consider publishing it on their website to provide transparency of approach to parents, carers and pupils (The HSE would expect all employers with over 50 staff to do so).

The return of pupils and families and staff from abroad Red List countries:

Where pupils (and their parents or guardians or family member) meet the UK entry requirements and have travelled from or through a 'red list' country in the previous 10 days, they must quarantine in a managed quarantine hotel for 10 days. Pupils travelling to England from other, non-red, list countries will need to quarantine at their place of residence or other suitable place and purchase a home testing package, with coronavirus (COVID-19) tests to be taken on days 2 and 8 after arrival to support the UK's genomic sequencing programme.

Health and Safety Risk Assessment – Re-opening Schools – COVID-19

Academy / School	Grace College ESF	Assessment No.	2.8
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Site	Main Site	Location	Saltwell Road South, Gateshead		
Subject of Assessment	Re-opening schools for all students, Year 7 to 13, for full use from 8 th March 2021. Students aged 11-19.				
Assessed by	J Maylin	Date	23 February 2021	Review date	30 April 2021
Details of workplace/activity	Students and employees partaking in school activities within the school premises, including general classroom activities, dining, break-times, playgrounds, pick-up and drop off (where applicable), First aid and external visitors to the school.			Persons Affected <i>(Who may be harmed)</i>	
				Students, Employees, Contractors and Visitors.	

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions	Residual Risk (Very High, High, Medium, Low)
1.	Spread/contraction of COVID-19 due to interaction with a person who has symptoms of the disease, a person who may be asymptomatic or lack of information on how infection risks	- The school has informed parents, students, carers, employees and visitors not to enter the school if they are displaying any symptoms of coronavirus (following the COVID-19 guidance for households with possible coronavirus infection); - Parents receive guidance on school times for their child and protocols set out for attending the school i.e. should remain 2m apart from others, should follow staff members instruction and should not congregate outside the school;	Medium	- Focus on three key principles: wash your hands, keep your distance, stay in your group. Taught to students and reinforced with signage; - Signage to reinforce rules and routines. Staggered September return by students, so that routines can be taught and embedded;	Low

Hazards and Risks	Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions	Residual Risk (Very High, High, Medium, Low)
are controlled in the school. Stress or anxiety caused due to lack of support, information or staff consultation. Those who are clinically extremely vulnerable becoming ill. Damage to staff and student mental health and wellbeing, due to stress, unsettled routines and trauma of the pandemic, and possible associated bereavement.	• Parents issued specific school protocols for school attendance for them to explain to their children; • Parents of SEN students or those with care plans are individually consulted in order that plans are reviewed to include any new safety measures; • Staff are briefed and consulted on school procedures and the plans for re-entry of students; • Employees have had sufficient training and briefing regarding infection control and school protocols; • Staff are up to date on other related guidance and support in relation to themselves and students such as stress and wellbeing including: https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing/guidance-for-parents-and-carers-on-supporting-children-and-young-peoples-mental-health-and-wellbeing-during-the-coronavirus-covid-19-outbreak • In relation to mental health and stress support organisation, details are available to staff including confidential employee helplines and information that can be provided to students; • Staff can access the free helpline Education Support Partnership for school staff and targeted support for mental health and wellbeing • There are communication, consultation and support networks in place for staff and if there are particular concerns staff can raise them quickly and effectively; • Hazard reporting mechanisms are in place and are easily accessible; • Talks with staff about the planned changes (E.g. safety measures, timetable changes and staggered		• Guidance for staff and students regarding welfare and mental health support, built into training; • Year group "bubbles". Students in class "bubbles" whenever possible, remaining in one area and limiting movement across the site. School site zoned – different playground areas and classroom zones for each year group. • Staggered break / lunch times so that there is minimal opportunity for contact outside of the group; • Parents of children with EHCPs have been consulted and individual risk assessments completed; • All classrooms have wall mounted hand sanitiser dispensers that must be used by students on entry to the classroom. Students are regularly reminded and encouraged to wash their hands with soap and water when visiting the toilet facilities; • Respond to advice and updates from PHE and the Joint Biosecurity Centre (JBC) who will be monitoring "local spikes" in infections and recommending "specific actions".	

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions	Residual Risk (Very High, High, Medium, Low)
		arrival and departure times), have taken place, including discussing whether additional training would be helpful • COVID-19 guidelines are published in the school's website • Parents/Carers are informed of the general arrangements being made and what is expected of them in terms of dropping off and collecting children and any other local important procedures, emphasising their role in terms of the local and national approach would also be appropriate as that potentially impacts on school life and the whole pandemic control measures • When possible staff will be permitted to work from home • Whenever possible, meetings will take place remotely via videoconferencing or phone, and letters are also used for communications • People deemed vulnerable take particular care to minimise contact with others and are advised to follow <u>Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19</u> • Risk assessments and plans are consulted and discussed with relevant staff, including on a one-to-one basis for some to enable staff to speak about their own situation and reasonable adjustments to be made • The school will try as far as practically possible to be flexible and accommodate additional measures for vulnerable people where appropriate. • Specific risk assessments for new and expectant mothers are completed.		• Staff, parents/carers or students not recognising the symptoms - Staff briefed on the main symptoms: A new, continuous cough; fever; loss of smell or taste. Also: shortness of breath; chills; repeated shaking with chills; muscle pain; headache; sore throat. The following symptoms, the CDC says, are emergency warning signs that you should seek immediate medical attention: trouble breathing; persistent pain or pressure in the chest; new confusion or inability to arouse; bluish lips or face; other severe symptoms that concern you. Information to parents/carers. Your child must not attend if they display any of the the following symptoms...(as above); • Black, Asian and Minority Ethnic (BAME) staff and students are at increased risk of acquiring the infection. Due to this increased risk they should be considered as similar to those living with people who are "extremely clinically vulnerable". If they are already classed as clinically vulnerable due to underlying health	

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions	Residual Risk (Very High, High, Medium, Low)
		- An ongoing review will be carried out for expectant mothers from 28 weeks gestation and for new or expectant mothers with underlying health conditions to identify reasonable adjustments and home working arrangements when required Staff that travel abroad during the summer holiday to countries that are not on the <u>Coronavirus (COVID-19): travel corridor list</u> will self-isolate for 14 days before they are due to return to work in the autumn term. Where it is not possible to avoid a member of staff having to quarantine during term time, the school will consider if it is possible to temporarily amend working arrangements to enable them to isolate and work from home		conditions they should be considered as "extremely clinically vulnerable" for the purpose of assessing risk. For students: - Mechanism for teaching staff to flag up concerns to welfare team for immediate follow up; - Update to welfare section of Academy website, and signposting support organisations, as well as school arrangements, through publications to parents; - Ongoing work with outside agencies, and regular contact with local authority support services.	
2.	Spread/contraction of COVID-19 due to lack of social distancing measures during the school day including: Drop off / entry to the school.	Entry to the school: - Drop-off and collection points and timings for each group have been identified, this information has been cascaded to parents. - Students who are dropped off can do this in the usual way but drivers MUST NOT leave the vehicle; - Students must enter via the designated, signed (specifically for this time) entrance to the building. - Students are required to complete hand washing on entry to the school; - Entrance doors are held open, reducing the number of occupants touching the doors; - Hand-wash stations are located at the entrance to the school (classroom or other). All occupants are required	Medium	- Parents/carers are not allowed to enter the site unless they have an appointment (An appointment would constitute permission). or congregate at the school gates; - Parents/Carers are NOT permitted to enter the school site without an appointment; - If there are additional siblings who have no other carers at home and who are not at school they must stay with their parent and should not enter the site; - The Main Gate (vehicle) will be kept closed and locked.	Low

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions	Residual Risk (Very High, High, Medium, Low)
		to wash their hands (soap/water or Hand sanitiser) on entry to the school; • Good hand washing signage to instruct students how to do this effectively is displayed; • The school management keep this under review and will consult with parents or students who are not following the new procedures/start time for their group; • Students will not be permitted to gather with students outside of their group at the start and end of the day. • The school have implemented a process for removing face coverings when pupils of staff who use them arrive at school; • Students have been informed how to do this correctly (not touching the front of their face), washing hands immediately on arrival, disposing of temporary coverings appropriately and placing reusable ones in plastic bags to take home.		• Access to the site will be via one of three gates; the pedestrian gate near the top of the staff car park, the pedestrian gate at the main entrance, the pedestrian gate on the Red Quad. • There is a contact number on the gate if deliveries require access and this will be supervised by the Site Team; • Staff on duty on arrival, to ensure that there aren't groups congregating and to supervise safe distancing maintained; • Playgrounds have been zoned so that year groups do not mix; • Each year group has a designated entrance and exit point for the building; • Where appropriate and safe, entrance doors are wedged open, reducing the number of occupants touching the doors; • Hand-sanitiser stations are located at the entrance to the school and in each classroom. All occupants are required to clean their hands on entry to the school; • In line with Government policy all staff and students using public transport must wear a suitable face mask.	

Hazards and Risks	Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions	Residual Risk (Very High, High, Medium, Low)
3. Spread/contraction of COVID-19 due to lack of social distancing measures during the school day including: Pickup / leaving the school.	Exit from school: - Drop-off and collection points and timings for each group have been identified, this information has been cascaded to parents. - Students who are picked up can do this in the usual way but drivers MUST NOT leave the vehicle; - Students must leave via the designated, signed (specifically for this time) exit from the building; - Exit doors are held open, reducing the number of occupants touching the doors; - Students are reminded to wash hands as they leave the school building; - Hand-wash stations are located at the exits from the school (classroom or other); - Good hand washing signage to instruct students how to do this effectively; - Students are required to leave the school grounds and go straight home, not to congregate on the school grounds, nearby roads, recreational areas.	Medium	- Students walked back through the building to their exit points at the end of the day. One-way systems in place to minimise the need to walk past other groups. This will also stagger the exit from the site. - Parents must not enter the site (unless they have made an appointment) and are asked to not congregate at the Main Gate; - If there are additional siblings who have no other carers at home and who are not at school they are permitted to stand with their parent. They are not to be allowed to run around the playground or interact with other families. - Exit doors, where appropriate and safe will be wedged open, reducing the number of occupants touching the doors; - Students will be reminded to leave the school grounds and go straight home, not to congregate on the school grounds, nearby roads, recreational areas. - In line with Government policy all staff and students using public transport must wear a suitable face mask.	Low

Hazards and Risks	Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions	Residual Risk (Very High, High, Medium, Low)
4. Spread/contraction of COVID-19 due to lack of social distancing measures during the school day including: Classroom use / activities.	There will be no large gatherings such as assemblies or collective worship with more than one group/‘bubble’. - Classroom sizes are restricted to a normal class (approximately 30) students, 1 teacher and TA if required (specific needs of class); - Groups are kept as small and as consistent possible; - Students move class groups for specific subjects but remain in their year group ‘bubble’ at all times; - Interaction with other year groups is prevented (as far as possible); - For non-practical subjects students will remain in the same room with Teachers only moving (where possible); OR - Blocks/areas of the school have been designated for specific year groups. Students move between rooms within this block but movement to other blocks is limited as far as is possible i.e. all non-practical subjects are taught in the same year group block/area of the school; - The school has limited student movement between rooms / areas as far as is reasonably practical; - Classrooms have been organised to achieve 2m distances between students and Teachers at all times; - Classrooms are arranged so that students sit side by side and facing forwards, rather than face to face or side on; - Students are managed while entering the room to avoid contact with each other of the Teacher;	High	- All students to be offered the opportunity to complete 3 LFT tests. Then supplied with 2 tests per week to complete at home. This should reduce the risk of asymptomatic carriers. - All staff supplied with two LFT tests per week to self-test at home. This will further reduce the risk of infection spread by asymptomatic carriers. 2m technical space marked at the front of each classroom enclosing the teachers desk and access to the board. - Staff do not need to wear a face covering when inside the technical area where they can maintain a 2m distance from students and staff. They may choose to wear a visor or face mask while facing the class inside the technical area as an additional precaution. - Students must wear face masks in classrooms unless they are medically exempt. Staff must wear face masks in classrooms when not in their technical area unless they are medically exempt. - Revised discipline policy addendum;	Medium

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions	Residual Risk (Very High, High, Medium, Low)
		- Classroom furniture has been reduced. Displays, unnecessary cupboards and soft furnishings have been removed. This is designed to enable successful cleaning of all surfaces; - Individual and very frequently used equipment such as pencils and pens are not shared; - Staff and pupils have their own items; - Classroom based resources are only shared within a bubble; - These resources are cleaned regularly as are classroom surfaces; - Resources shared between bubbles, such as sports, art and science equipment are cleaned frequently and meticulously between use OR - Resources shared between bubbles, such as sports, art and science equipment are rotated to allow them to be left unused and out of reach for a period of at least 48 hours (72 hours for plastics); - Outdoor equipment is more frequently cleaned; - The school limits the amount of equipment students bring to school to only essentials; - Shared resources can be taken home but this is avoided where unnecessary; - All such resources are cleaned before used by others; - Students and staff use hand sanitiser on entry to the classroom; - Use of external play equipment is limited. Students may move around the playground as usual but stay within their specific group. Not mixing with students from other year groups;		- Students to have expectations explained by staff on their return. Information shared with parents; - The Referral Room will be arranged in zones with designated desks for different year groups; - Staff to be advised not to use restraint unless there is risk of harm to the student or to others. - Specialist rooms e.g. technology, science, music will be bookable resources for subject specialists and rooms will be cleaned before use by another "bubble". - All classrooms provided with a wedge, and doors to remain open to improve ventilation and reduce the need to touch surfaces; - In response to this document and consultation with their team, Heads of Department to produce COVID-19 risk assessment addenda to supplement existing risk assessments. These will be shared with department team members in September. - Appropriate ventilation is important. Where classrooms have opening windows they should be opened to allow fresh air into the room. If staff or students become cold due to this	

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions	Residual Risk (Very High, High, Medium, Low)
		- The number of teachers (and other staff) that mix with a class is restricted to as few as possible. Where possible this will be one teacher for the whole and subsequent days; - Where possible, all spaces are well ventilated using natural ventilation (opening windows) or ventilation units - Heads of Year, Faculties/Departments are proactive in managing the risks in their areas of responsibility - this means ensuring risk assessments are completed and reviewed and their teams are aware of procedures and protocols - Where students are not responding to social distancing rules and ignore staff requests to keep apart or maintain good hygiene, a member of the SLT will be asked to assist and implement the Disciplinary Procedure.		they may be allowed to wear coats. Classroom that do not have opening windows are served by mechanical ventilation systems. These systems should be turned on. The systems have been serviced to ensure they are in good working order and the filters have been changed. Classrooms that do not have appropriate ventilation will be taken out of use.	
5.	Spread/contraction of COVID-19 due to lack of social distancing measures during the school day including: - Dining; - Moving around the school; - Break-time / playgrounds.	- Separate lunch breaks are designated for each year group. Students will stay in these groups during lunch; - Lunch area cleaned before and after each group's lunch (not just at the end of break). Only one student will use a clean lunch space before it is cleaned again; - Students and staff lunch seating kept 2m apart; - Dining is organised so that no person sits facing another while eating. Moving around the school: - Movement to different areas within the school is reduced as much as possible;	High	Students and staff must wear face masks when moving around the building unless medically exempt. Wearing a visor does not replace the need to wear a mask. Staff may choose to wear visors when moving around the building. Staff are advised to wear a visor if they need to be closer than 2m to other staff or students. National Government Intervention takes precedence over this recommendation.	Low

Hazards and Risks	Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions	Residual Risk (Very High, High, Medium, Low)
	• Where possible, all spaces are well ventilated using natural ventilation (opening windows) or ventilation units; • Additional furniture is not permitted in the school corridor; • Corridors are sterile environments and kept as clear as possible; • Corridors that cannot provide 2m separation (although passing in the corridor is deemed low risk) are designated one way where possible; • Corridor floors are demarcated to show direction and safe distance signage; • Times are allocated for each group to reduce the need to pass one another in open spaces; • Where possible students will move with their group only and will not mix with other groups; • Staff will generally manage student movement but keep a suitable social distance from students and other staff. Break-times / playgrounds: • Separate times or areas (at a safe distance using government guidance) are issued for each separate class group. • Students are permitted to complete normal playground activities; • Contact sports are not permitted; • Mixing with other groups is not permitted; • Each year group is assigned a specific area of the school to use; • Daily inspection and enhanced cleaning programs are in place for external areas.		• Where practical students will not carry bags and coats around the site. Where students are based in one room they will leave coats and bags under the desk; • One way corridor systems used as much as possible. • "Outdoor" corridors are not practical for our building. The one-way system will use The Street which is a large, well ventilated area. The balcony and ground floor level will be used to separate students moving in opposite directions. Stair cases, where practical will also employ one-way systems. Break-times • The toilets will be cleaned regularly throughout the day. • If students are forced to remain inside during break/lunch time (e.g. due to extreme weather conditions) they will either remain in the classroom or remain in a designated area (they will still have lunch in the Dining Area). Students in a designated indoor area are advised to wear face masks.	

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions	Residual Risk (Very High, High, Medium, Low)
				Staff on duty must wear a mask unless medically exempt	
6.	Spread/contraction of COVID-19 due to lack of hand-washing and general poor hygiene.	- Hand washing stations are positioned at each student, staff and visitor entrance to the school; - All those entering the school are required to wash/sanitise their hands; - Hand washing stations are located on each floor, within each classroom and on entry to the dining hall; - Hand washing sinks are located within each toilet provision; - Signage is located adjacent to each wash station or sink reminding occupants to wash their hands and how to do it effectively; - Students and staff have been shown how to wash hands properly; - Help is available for children and young people who have trouble cleaning their hands independently; - Hand washing is recommended frequently and required at the following times: ➢ Entry and exit from the school; ➢ After using the toilet; ➢ When returning from breaks ➢ On entry to the dining hall; ➢ Before and after eating; ➢ On entry and exit from each classroom. - Unnecessary touching of the face is discouraged. - Teachers will remind students to use tissues and bin them once used. If tissues are not readily available exactly when needed occupants are reminded to cough or sneeze into their arm, 'catch it, bin it, kill it';	Medium	*N.B. At GC handwashing stations are not located on each floor as there are no toilets located on the first floor of the building. All handwashing will be done in the ground floor toilets. Hand sanitiser is available in all classrooms and on entry to the dining hall. - Box of tissues to be provided in all classrooms and signage regarding reducing spread of virus (Catch it, bin it, kill it). Small packs or box of tissues. Staff member keeps hold/control of packet to reduce risk of contamination. - Year 9 and Upper School students trained to clean/wipe down their work areas when they enter a classroom. This additional measure is in place due to greater movement linked to options subjects. Individual staff are responsible for the hygiene of their mask and visor. Visors and masks must not be swapped between staff.	Medium

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions	Residual Risk (Very High, High, Medium, Low)
		Toilets and wash stations have single-use paper towel for drying hands.			
7.	Spread/contraction of COVID-19 due to lack of adequate cleaning measures.	- The school has implemented additional cleaning regimes. This includes the following: ➢ Frequent cleaning of classrooms, Toilets, common areas and dining halls; ➢ Frequent cleaning of all touched surfaces, such as door handles, handrails, table tops, play equipment and toys. - Classroom furniture and soft furnishings have been reduced in order to improve the ability to effectively clean rooms; - Classrooms will be cleaned at lunch breaks and after school; - Toilets will be cleaned in the morning, after break, after lunch and at the end of the day; - Common areas will be cleaned once a day; - Equipment used by the students and staff will be suitably cleaned at the end of each day or before it is used by another person; - If an area is suspected to have been contaminated by coronavirus (a positive case is detected for an occupant of a classroom), the room will be subject to a hard surface clean with disposable cleaning materials and the associated waste will be double bagged to be stored securely for 72 hours before disposal as per the guidance set on <u>COVID-19: cleaning in non-healthcare settings</u>.	Medium	- Staff advised to arrive no earlier than 7am. If staff arrive between 7am and 8:30am they must go to their classroom/work area to prepare for the day. - Only Site and cleaning staff to be on site before 7am; - Staff wipe down communal keyboards and desks at the start and end of use; - Staff issued with handheld electronic devices to reduce the need to use communal staff IT equipment. - All items delivered to the site (post, parcels etc.) will be wiped down on arrival. Additional controls in place to respond cleaning staff absence: - EC and GC to work together and support both sites by providing facilities team members or cleaners as required for the safe running of the school - Cleaning at GC is subcontracted through Gateshead LA. Gateshead LA to supply additional staff or a relief team,	Medium

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions	Residual Risk (Very High, High, Medium, Low)
				if required, to ensure toilets and classrooms are cleaned regularly. • SMT to support with the cleaning of tables for both staff and students in the restaurant. • Students have been trained to wipe down their work areas at the start of the day and each time a room change occurs due to options subjects. This is supervised by their Tutor/Teacher.	
8.	Spread/contraction of COVID-19 due to lack of social distancing measures. In particular school employees.	• Employees are required to conform with social distancing requirements at all times; • School offices are either reduced in occupation and desks are positioned in order to provide adequate separation or staff are moved to other areas to reduce contact; • Staff rooms are not to be used unless these are large enough to safely accommodate current staff numbers at a safe social distance from each other; • Each staff area has been assessed, a maximum number of staff occupancy per room has been placed on the door; • Staff are encouraged to bring a packed lunch and use the larger dining areas, keeping a suitable distance from other occupants; • Students will practice social distancing from staff appropriate to their age and as described in additional points of this assessment;	Low	• A teacher "technical" area marked out at the front of each classroom to reinforce 2m distance for staff; • Office moves to spread staff out; • Additional staff work room/area created • The Staff room is not to be used as a social area. It can be used for printing / photocopying with a maximum occupancy of 8 staff. • Home visit risk assessment updated to take COVID-19 into consideration and shared with staff (see appendix 1). • A visor is supplied to each member of staff. • Staff are expected to provide their own mask but spare masks are	Low

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions	Residual Risk (Very High, High, Medium, Low)
		- Employees will be provided with and wear PPE when required in accordance with Government guidance. - Where a pupil or member of staff has had Close Contact with an individual who has had a positive test, they should arrange to be tested and self-isolate for 10 days. If the test result is negative, the individual should continue to self-isolate for the full 10 days and if the test result is positive, the individual and their household should also isolate for 10 days. The definition of Close Contact is: Anyone who has had any of the following types of contact with someone who has tested positive for coronavirus (COVID-19) with a PCR or LFD test: 1. face-to-face contact including being coughed on or having a face-to-face conversation within 1 metre 2. been within 1 metre for 1 minute or longer without face-to-face contact 3. sexual contacts 4. been within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day) 5. travelled in the same vehicle		available from Main Reception if required. - When ever possible meetings are conducted remotely. "Face to face" meetings should be no longer than 15 minutes, staff should remain 2m apart and may choose to wear masks.	
9.	Spread/contraction of COVID-19 due to insufficient First aid measures or poor arrangements when handling student's medication. This includes:	- A specific First aid needs assessment has been completed – see other 'First Aid Needs assessment – COVID-19; - The FA assessment takes into account numbers and ages of students, number and training of employees; - This information forms the decision on what activities and groups can safely be managed within the school; - This includes sufficient first aiders for the school to the number of students with a particular focus on early years provision;	Medium	- Brief staff on the importance of following the guidelines, instruct them to complete the training on the correct use of PPE and ensure that they can demonstrate this; - Have a "non-COVID" First Aid room and a designated COVID symptoms First Room;	Low

Hazards and Risks	Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions	Residual Risk (Very High, High, Medium, Low)
• Dealing with general First aid; • Lack of trained first aiders; • Dealing with a suspected case of Covid-19; • Inappropriate handling/removal of clinical waste • Intimate care procedures. • Aerosol Generating Procedures (AGP)	• Qualified first aiders are in place at an appropriate ratio for paediatric first aiders for Early Years provision (Note there is a three month additional time allowed for requalification due to current restrictions); • The school has a specific room/area dedicated for suspected cases of COVID-19; • Where an individual exhibits symptoms during the school day, the individual will be escorted to the marked Isolation Room/Area to isolate them from the main population until additional medical assistance can be gained. This may be 111 support, an ambulance or until they leave the site to self-isolate; • Staff escorting the individual will be provided with disposable gloves and apron if the 2 meter social distancing rule cannot be maintained Where the risk of contact with droplets to the face, e.g. from coughing or vomiting, face protection should be provided • The classroom area or workspace the individual leaves will be subject to a hard surface clean with appropriate disinfectant products and all waste double bagged and stored securely for 72 hours before disposal. • Staff or contractors carrying out the area clean should be provided with a minimum of disposable gloves, aprons, mop heads or paper towels. • Where visible contamination, e.g. saliva droplets, is present face protection in the form of mask, goggles or face shield will be provided. • All building users advised re monitoring their own health, reporting of symptoms and self-isolating • First aiders required to assist this person will wear full PPE including, apron, gloves, mask and visor;		• Prepare for the eventuality of needing to quarantine the COVID symptoms First Aid Room or members of First Aid Staff. Have two sets of PPE prepared in case the COVID symptoms First Aid Room needs to be moved. • First Aid room signs that are displayed around the site have a "write on" section so that this information can be updated quickly. • First Aid rooms equipped with bins with lids. • Cleaners briefed regarding the disposal of potentially hazardous waste. • Identify "Appointed Persons" who can coordinate emergency medical care if there are no available First Aid Trained staff.	

Hazards and Risks	Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions	Residual Risk (Very High, High, Medium, Low)
	• First aiders have completed appropriate training for 'donning and doffing' PPE; • First aiders have completed appropriate training for 'donning and doffing' PPE – PHE guidance: https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures • PPE is disposed of in accordance with NHS COVID-19 waste management guidance; https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings • The first aid room is cleaned frequently and after each use (when first aid care has been provided). • Staff dispensing medication to students should minimise contact and their wash hands before and after dispensing the medication. If required, gloves will be worn by staff when giving medication • Where appropriate, students should take the medication out of the blister packs/bottles then place the unused ones back in the cupboard, etc. Waste disposal measures Waste control measure from possible cases of COVID-19 and cleaning of areas where possible cases have been identified (including disposable cloths and tissues) are as follows: • Put in a plastic rubbish bag and tied when full; • The plastic bag is placed in a second bin bag and tied; • It is put in a suitable and secure place and marked for storage until the individual's test results are known;			

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions	Residual Risk (Very High, High, Medium, Low)
		- Waste is stored safely and kept away from children; - Waste is not put in communal waste areas until negative test results are known or the waste has been stored for at least 72 hours; - If the individual tests negative, this can be put in with the normal waste; - If the individual tests positive, then waste is stored for at least 72 hours and then put in with the normal waste; - If storage for at least 72 hours is not appropriate, a collection as a Category B infectious waste is arranged by either local waste collection authority if they currently collect your waste or otherwise by a specialist clinical waste contractor. They will supply you with orange clinical waste bags for waste bags can be sent for appropriate treatment.			
10.	Spread/contraction of COVID-19 due to lack of social distancing measures for external visitors to the school, including: - Parents; - Maintenance contractors; - External Teachers; - Inspectors; - Delivery personnel;	- Parents are not permitted to enter the school; - Parents have been informed to call the school office or email if they have any questions or concerns; - If parents need to drop off items for students, they should be left at the school's main entrance for staff to collect; - The SLT are able to meet via video link parents if face to face meetings are required; - For those who have to enter the school reception, screens/counter-top Perspex shields have been installed to reduce the risk to school staff; - Markings have been added to the floor asking visitors to stay back at least 2m from the reception desk; - Touch screen sign in equipment in Reception to be wiped after use;	Low	- Parents/carers who have an appointment or have arranged to come into the main reception area will be required to wear a mask when they are in the building. - Signage to reinforce expectations; - Parents' information guide to set out new routines and expectations; - External 1.5m markings as well as internal 1.5m markings to be put in place;	Low

Hazards and Risks	Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions	Residual Risk (Very High, High, Medium, Low)
• ESF Direct Services Staff; • ESF staff who do not normally work on the Grace College site	• Visitors will only be permitted into the school if they have an appointment; • A record of all visitors, including contractors, to site will be kept and maintained; • Visitors will only be permitted at their designated time and will be asked to wait outside of the school building until their school contact is available; • The school contact is required to attend reception in good time to meet their visitor; • Meetings with visitors will be via video conference or phone where possible; • If not possible social distancing measures will be adhered to at all times; • Face to face meetings in small rooms or within 2m are not permitted; • Premises' contractors will be managed in accordance with a separate premises maintenance risk assessment written specifically for this time; • Deliveries will be accepted at designated quiet times only; • Delivered items will be left outside of the school building for staff to collect; • The number of ITT trainees, supply teachers, peripatetic teachers and volunteers has been reduced where possible; they all receive an induction to inform them of the school's risk assessment and controls to prevent infection risks in the school, when pertinent, relevant training is also provided. • Risk Assessment remains the responsibility of the school. Peripatetic teachers must read and follow our RA and safety advice. They should also have their own a risk assessment for the lessons they deliver and		• Large deliveries will be to outside delivery area. Small deliveries (post etc) will be outside the main doors. These will only be accepted outside of arrival and dismissal times. Signage will reinforce this message and delivery companies will be informed in advance. Senior staff will be at the gates for the duration of student arrival and dismissal in order to redirect deliveries. Post is always outside of arrival times and main collection is after the school day has finished; • No site visitors to have contact with students; if arriving during drop off / pick up times, instructed to wait at the gate until access to the building is clear. • Additional Perspex screens added to the Student Reception desk area • Visitors from other ESF schools are expected to follow the RA of Grace College. Our RA would be shared with them and they would be briefed by an appropriate senior leader on our routines and expectations.	

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions	Residual Risk (Very High, High, Medium, Low)
		ensure it does not contradict our protocols. The school will review these to ensure distancing requirements are maintained where appropriate and efforts are made to reduce the number of groups taught and locations worked in. National Lockdown Restrictions (until planned government review dates April – June 2021): • Outdoor sports venues, including tennis courts, and swimming pools, cannot be hired to external users • Indoor gyms and sports facilities will remain closed • Organised outdoor sport for disabled people is allowed to continue • Sports, leisure and community facilities can remain open for schools to use where that is part of their normal provision but facilities cannot be used by members of the public			
11.	Spread/contraction of COVID-19 due to lack of social distancing measures. This includes unsuitable use of toilets.	• One in one out management of toilets is in place; • Toilet use protocols are managed by Teachers if located adjacent to classrooms; • Student use of toilets is managed by staff and communicated to students; • Toilet in use signs are in use; • Toilets are cleaned throughout the day; • Students and staff are encouraged to close toilet lids where applicable before flushing.	Low	• Signage in toilets regarding hand washing protocols; • Doors wedged to communal toilet areas, to prevent handling doors; • Students will access toilets before school, break time, lunch time and after school. Staff will be on duty at these times to supervise students. Students may use their designated toilet area during lesson time at the discretion of their teacher.	Low

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions	Residual Risk (Very High, High, Medium, Low)
12.	Lack of staffing / insufficient staff ratios	- Adequate ratio of staff to children will be maintained and is assessed on a daily basis, based on potential staff illness or self-isolation; - Children are suitably supervised at all times;	Low	- Supply staff brought in via an agency if required. - If an adequate ratio of staff to children is not possible on-site provision will be reduced or suspended until additional staff become available. - Staff absence in any key area e.g. administration, catering, cleaning, facilities will be monitored. If absence has a detrimental effect on operations we will initially seek support from across the foundation or from staff agencies as appropriate to the need. If staffing can not be maintained at a level that allows for the safe and secure operation of the school on-site provision will be reduced or suspended until additional staff become available.	Low
13.	Lack of suitable premises management	- The school adheres to the government guidance on managing buildings that are partially open; - The school has applied the series of guidance documents and advice sent out by Judicium regarding continued premises management at this time; - Premises staff levels are maintained and suitable for the use of the building; - Appropriate cleaning and premises staffing levels are in place;	Low	- Thorough site-readiness inspections, including water quality checks, lifts and fire safety; If there are no GC site staff available due to illness/isolating then: - All SLT have been trained to open and lock up the building	Low

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions	Residual Risk (Very High, High, Medium, Low)
		- Waste removal and enhanced cleaning programs are in place for the potential coronavirus contaminated waste; - Contingency in place for sudden premises staff absence; - The guidance provided in Judicium Education Newsletters 'Managing School Premises during COVID-19 outbreak', a six-part series of guidance documents (in the form of newsletters) and a 'Managing Premises Functions' separate risk assessment has been completed; - Good ventilation can help reduce the risk of spreading coronavirus, where possible windows doors (unless fire doors) will be opened to improve general ventilation through fresh air, when this is not possible, the Premises Manager will look at improving mechanical systems.		safely and a guide has been written and shared with them. - Five members of staff have been trained to use the fire alarm panel and are able to respond appropriately during a fire alarm activation in line with our fire evacuation procedures. - A member of the Emanuel Facilities Team has been trained to open up the site each morning and will stay on-site during the day. - NSP will support the EC member of staff on-site and liaise with contractors. - NSP will lock-up the building at the end of the day.	
14.	Hazardous substances management, unsuitable COSHH management and unsafe use of chemicals leading to ill-health, environmental contamination or fire.	- Suitable storage and management of flammable hand sanitizer is in place; - All chemicals used for the cleaning of school buildings and equipment is COSHH assessed and managed appropriately; - Material safety data sheets are held for all chemicals and readily available to all staff; - All cleaning chemicals are stored safely and securely in accordance with requirements; - COSHH safety training has been completed by all those using chemicals for cleaning; - Appropriate PPE is available for all cleaning including suitable PPE for cleaning of potential coronavirus contaminated rooms or equipment.	Low	Copies of COSHH assessments of cleaning chemicals used by contracted cleaners stored with supplies, with Site Manager and in Teams H&S area.	Low

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions	Residual Risk (Very High, High, Medium, Low)
15.	Fire and evacuation procedures being inadequate at this time due to lack of trained fire wardens or occupants being spread around the building without suitable procedures in place.	- Evacuation plans including the following have been reviewed: ➤ Safe assembly points for occupants following social distancing requirements; ➤ Safe exit via the nearest available final exit; ➤ Training occupants of any changes to evacuation; ➤ Ensuring there are enough trained fire wardens on-site with the ability to sweep all used areas of the school; - All other fire system testing and maintenance has continued as normal.	Low	Fire evacuation policy reviewed and updated as normal for new academic year and new arrangements to be shared during staff training;	Low
16.	Transmission of Covid-19 via food preparation, handling, storage, contact surfaces or packaging.	- The Kitchen/Catering Manager has reviewed and implemented the <u>Guidance for food businesses on coronavirus (COVID-19)</u> - The Kitchen/Catering Manager has reviewed and implemented <u>FSA guidance on good hygiene practices</u> in food preparation and <u>PHE guidance</u> - The HACCP processes and waste disposal arrangements have been reviewed to reduce the spread of coronavirus	Low	No additional actions	Low
17.	Spread/contraction of COVID-19 during an educational visit.	- In line with Government advice, overnight and overseas educational visits will not be carried out during the autumn term - A risk assessment – in line with the school's policy will be carried out for non-overnight domestic educational visits.	Medium	- Visit proposals completed 1 term in advance. - Evolve system used to plan and prepare visits. - Principal and SIB approval required for all visits.	Medium

Hazards and Risks	Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions	Residual Risk (Very High, High, Medium, Low)
18. Spread/contraction of Covid-19 due not acting appropriately when a case is suspected or confirmed.	• If anyone becomes unwell in school with a new, continuous cough or a high temperature they are sent home/their parents or carer are contacted to collect them and they are advised to follow <u>COVID-19: guidance for households with possible coronavirus infection</u> • Parents/Carers are informed that a responsible adult should be on standby in order to collect their child from school if they become unwell during the school day. The name of the person who will collect the child needs to be provided and recorded for safeguarding • The school has identified the <u>Local Health Protection Team (HPT)</u> so they can be contacted immediately in the case of a case, the HPT details are available to the SLT • The school keeps informed of Government and Department for Education guidance and updates • To avoid attendance to the school, remote education plans are in place for students or groups that need to self-isolate • A contingency plan is in place for a local outbreak, and if the school is asked to close temporarily by HPT or local authority to help control transmission. The plan may involve a return to remaining open only for vulnerable children and the children of critical workers only, and providing remote education for all other pupils.	Low	• All staff briefed on wider symptoms. • All staff remain vigilant, weekly staff briefings to share new information and avoid complacency.	Low
19. Contraction of COVID-19 by Clinically Vulnerable (CV) or Clinically	• Visitors identified as CEV advised not to visit the school site and suitable alternative arrangements will be made e.g. online meeting or telephone call.	CEV Low CV	• A member of SLT has emailed each member of staff who is CV to ask if they require further control measures in addition to	

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions	Residual Risk (Very High, High, Medium, Low)
	Extremely Vulnerable (CEV) staff, students or visitors	- Visitors identified as CV would follow the same procedures as other visitors allowed on site. - Students that are CV or CEV will have individual risk assessments that are agreed with parents/carers that identify describe the existing control measures and identify any additional control measures that need to be put in place. If, due to individual students needs, we are not able to provide a safe environment for them they will be provided with resources so that they can work from home. - Staff that are CV should follow the existing RA. Each member of CV staff will be contacted by a member of the Senior Leadership Team and asked if they have any specific needs or additional control measures that need to be put in place. If there are additional requirements and individual RA will be written, in consultation with the member of staff. - Staff that are CEV will have individual RAs written that describe the existing control measures and identify any additional control measures that need to be put in place. Where levels of individual risk are deemed high the member of staff may be advised to work from home. Staff that are ECV do not have to work from home if they would prefer to access the main site.	Medium	the whole school measures due to their specific needs. Where required a member of SLT meets with individual staff to discuss their concerns and identify any additional control measures to be put in place as part of an individual risk assessment. - A record of these emails and meetings is kept by the SLT member. - A member of SLT meets with any member of staff who is CEV and completes an individual risk assessment. - A tabulated list of individual staff assessments is available on request to Trustees identifying when the RA was completed, by whom, review date, additional control measures identified, confirmation that additional control measures have been implemented and that the resultant risk is within acceptable tolerances.	
20	Spread/contraction of Covid-19 due face coverings not being worn where local area restrictions or	- Students (year 7 and above) and staff are required to wear face coverings when moving through communal areas when and if the school is under local area government local intervention measures; - Face coverings are required in classrooms;	Low		

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions	Residual Risk (Very High, High, Medium, Low)
	national lockdown requirements apply.	The school has measures in place to contact staff and parents in good time should local restrictions result in face coverings being required.			
21	Spread/contraction of COVID-19 during an out-of-hours activities, and wraparound childcare.	- Out-of-school activities may only continue if their primary purpose is providing registered childcare, or where offering other childcare activities, where this necessary to enable parents to work or search for work or to undertake training or education. - Wrap around provisions are only provided where the provision is being offered as part of the school's educational activities (including catch-up provision). Where the provision is as part of their child's efforts to obtain a regulated qualification or meet the entry requirements of an education institution the use of the provision is reasonably necessary to support them to work, seek work, undertake education or training, attend a medical appointment or address a medical needs. - All such activities follow the COVID-19 management procedures set out above for all school activities. - See Wraparound risk assessment for full controls / detailed assessment.	Low		
22	Spread/contraction of COVID-19 during performing events	Performances with an audience will not go ahead. In these cases, live streaming and recording performances (subject to the usual safeguarding considerations and parental permission) will be made available	Low		

Please note:

All controls are subject to change should government guidance change due to changes to the 'R' rate. This could change on a daily basis. Government and DfE guidance MUST be regularly reviewed. Risk assessment must be reviewed if there is a significant change.

Appendix 1

Health and Safety Risk Assessment – Home Visits to Students or their Parents

Academy / School	Grace College, ESF	Assessment No.	2.3
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Site	Main Site	Location	Saltwell Road South, Gateshead		
Subject of Assessment		The assessment will consider the risk associated with staff visits planned to students' homes. The assessment has had clause 10 inserted during the period of school closure due to the COVID pandemic.			
Assessed by	J. Maylin	Date	24.02.21	Review date	30.04.21
Details of workplace/activity	Staff of the school sometimes have to visit student's homes to meet with the parents and discuss a specific issue. On occasions the issue could cause distress to the student or the parent / guardian. In these cases, staff will only visit in pairs.				Persons Affected (Who may be harmed)
	Background information on the family is gathered beforehand, a specific risk assessment conducted where necessary. If the risk is considered high, then efforts would be made to ensure risks are reduced, if the risk remains high, then the school would seek support from the police.				School staff
	Every effort will be made by staff members to avoid home visits. Staff would only visit student's homes as last resort, when the parents cannot meet staff members at the school or in another public place (E.g. a cafeteria, the library, etc.) Consideration given to staff at increased risk i.e. new or expectant mothers, inexperienced staff etc. and lone working activities avoided where practicable.				

#	Hazards and Risks	Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions ✓/X (If ✓ See Actions)
1.	Being involved in a collision with a vehicle or a road traffic accident Cuts / abrasions, muscular skeletal and other physical injuries	- Staff would plan the visit in advance to determine the most suitable way of travelling; - If safer, staff will use public transport; - Staff comply with the arrangements set in the Health and Safety policy, that includes driving for work; - Staff have a mobile phone and a torch; - Staff wear high-visibility clothing to ensure cars see them; - Staff will have an emergency contact name and number;	Low	X

		• Staff to phone school/manager on arrival and departure at each visit; • Emergency contact details for staff will be held in the school; • The school will assist staff members if they require it.		
2.	Hazards in the property – e.g. Pets, building works, etc. Bite to staff Threats / injury to staff, risk of allegations, danger of attack on staff	• Unless necessary staff do not enter the building, the vast majority of conversations and welfare checks can be completed at the entrance to the property; • Lone working staff are advised not to enter homes; • Staff ask parents/carers before the visit if there are any hazards present in terms of pets, building works or anything else that should be noted; • Staff remain vigilant and can cancel the visit at any time if they feel the hazards are significant or the situation could become dangerous; • If necessary and pertinent, staff will ask for pets to be in alternate room; • Staff know the appropriate behaviour near animals and avoid alarming them, e.g. sudden movements.	Low	X
3.	Verbal abuse, threats, theft and physical violence	• Staff will be provided information (if available) of the parents, students, etc. Where people may be known to other agencies, staff should inform that agency of incidents; • Staff will avoid confrontation; • Staff will reduce time spent in domestic dwellings as far as is reasonably practicable; • Any information regarding known triggers will be recorded and communicated; • Staff must be aware of the effect they may have on the effect they may have on the situation through their verbal and non-verbal communication, and take steps to avoid provocation; • Staff are aware of the effect their own responses could have on parents or students; • All staff are familiar with lone working procedures; • Mobile phone available, charged and switched on; • Staff phone in if plan changes; • Response procedure in event of overdue contact; • Regular supervision and arrangements for debrief / feedback from staff; • If there are concerns regarding anti-social behaviour, Staff will only visit in pairs;	Low	X

		• Staff have been advised to leave if they feel there is a threat; • Staff will terminate the visit at the first sign of danger; • Staff will not take any valuable objects; • Staff will keep their personal items, purse/wallet, car keys, etc. safe and secure; • Staff will arrange regular contact with school, i.e. a minimum of on arrival and departure from each visit; • If necessary, staff will report to police		
4.	Increased risk due to visiting a home unaccompanied by an additional member of staff	• All staff a familiar with lone working procedures; • In the event that a lone worker falls ill, or into difficulties, they are to use their mobile phone/school phone to contact the Pastoral or Welfare Team or the emergency services; • The following activities are not to be carried out by lone workers under any circumstances: - Working at height; - Manual Handling of heavy or bulky items; - Transport of injured persons; • Staff are advised to: - Carefully consider the risks associated with lone working. Wherever there are additional concerns regarding the safety of visiting a residence (this may be due to a range of emotional or behavioural issues) arrange to work in pairs or as a group. - Carry a mobile phone at all times when lone working - Let someone know you are coming into work, how long you expect to be and when you are leaving. - Comply with fire evacuation procedures and attend fire assembly points, ensuring that you are cleared to leave the site in the event of an incident.	Low	X
5.	Exposure to hazardous substances or drugs paraphernalia	• Staff will remain alert and will terminate the visit if they become aware that illegal substances have been consumed or are in the premises; • Staff have been informed not to touch any substances or drug paraphernalia; • Staff have been asked to remain alert and report any issues promptly to the school.	Low	X
6.	Injury due to slips, trips and falls	• Staff are advised to wear suitable footwear and to remain vigilant of flooring conditions;	Low	X

		• Staff assess floor conditions (slippery, wet, rugs etc.); • Visits will be cancelled during extreme weather conditions; • Staff do not have to carry heavy or bulky items to the visits.		
7.	Allegations by the member of staff	• Inform your line manager of your concerns. If it is a Safeguarding concern report it to the Designated Safeguarding Lead. • Report to appropriate service, e.g., police, social services – in an emergency situation do this first; • Staff take into consideration the current situation and any previous events which have caused problems; • Consider back up arrangements where mobile phone coverage is poor if working for prolonged periods in areas of no coverage (rather than merely passing through).	Medium	X
8.	Allegations against the member of staff	• The member of staff informs their line manager and an appropriate member of the Leadership Team (probably the DSL) of any allegations made against them by parents, carers, other adults or children during a visit; • Serious allegations may be reported to the Police, Social Services and/or the Local Authority Designated Officer; • All allegations must be treated in a serious and transparent manner to protect both the accuser and the accused; • If an allegation is made about the member of staff to another member of staff this must be reported to the Principal and follow the school policy on allegations against staff.	Low	X
9.	Feeling unwell, need of first aid, etc. No-one aware of accident	• Cancel the visit if feeling unwell prior to leaving; • Alert team members if able to; • Request back up support from the school; • Ensure access to phone; • Take prescribed medication as directed or as needed.	Low	X
10.	<i>This clause is added in response to COVID-19 but will be applicable to any other pandemic or risk from a contagious disease.</i> Being exposed to or exposing others to the coronavirus. • To help teaching and support staff to keep themselves safe and well, and reduce risks of infection during home visits;	Minimise use of visits, use alternative technology and means of communication where possible. Teaching and support staff will minimise face to face home visits during the pandemic. Grace College only require staff to make home visits if: • There is a serious concern regarding the child's welfare that may lead to significant harm; • and/or to fulfil a statutory duty which cannot be fulfilled in any other way;	Low	X

• To enable teaching and support staff to fulfil their duties during the crisis without undue risk; • To minimise the risk of infection of others by teaching and support staff entering homes;	• and/or when risks of infection to staff and people visited have been mitigated in accordance with this risk assessment and national protocols Employees should optimise use of digital technologies and telephone contacts wherever possible to maintain contact. Alternative means of communication pursued where possible, e.g. contacting a family's Social Worker. If, for the above reasons a home visit is deemed necessary then the member of staff needs to follow the expectations below; • Consent must be obtained from a member of the senior leadership team; • Rules on social distancing must be adhered to at all times; • Staff may choose to wear gloves but these should be removed and disposed of after each visit. Staff should have access to hand sanitiser that they can use before and after each visit to clean their hands; • Staff should not enter the building/home and conversations should take place outside the home and with 2m of separation; • If entering the home cannot be avoided this must be discussed with a Principal or Vice Principal before a decision is made and would be due to exceptional circumstances. If entry to the home is required PPE (including eye protection, a mask, an apron and gloves should be used where available). The member of staff must wear a face mask if available when going into someone's home - this is to minimise the risk of infection for the family, not just the member of staff. • Before and after the visit the member of staff should wash their hands thoroughly in line with government guidance.		
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Appendix 2

RISK ASSESSMENT OF FIRST-AID NEEDS DURING COVID-19 OUTBREAK

Completing Risk Assessment of First Aid needs – factors to consider

How many first-aid personnel are required

There are no rules on exact numbers. The number of First Aiders needed is based on risks to staff, pupils and visitors. Factors to consider in deciding how many first-aid personnel required are:

- There will be First Aid cover in case of staff absences;
- There are no out-of-hours or extra-curricular activities;
- There will be contractors on site;
- There will be no trainees or volunteers working on site.
- The school is close to an A&E facility and hospital.
- The “First Aid at Work” qualification is superior to the “Emergency First Aid at work” qualification. We have opted to train all First Aid staff to the higher level, despite not being required to, as we believe this is best practice.

HSE Update – Extension of First Aid Qualification During Coronavirus Outbreak

People holding a First Aid at Work, Emergency First Aid at Work, Paediatric First Aid at work or Emergency Paediatric First Aid at Work qualifications nearing expiry date might experience disruption to access to requalification as a result of Covid-19 outbreak. The HSE has offered a three-month extension to the validity of the qualifications if the learner is unable to requalify. This means that First Aiders can continue delivering first aid provision for up to three months past the expiry of their current First Aid certificate. This comes into effect for certificates expiring on or after the 16th March 2020. Anyone taking advantage of this extension should be able to describe clearly their reasons for delaying requalification training and demonstrate steps they have taking to undertake the training.

Health and Safety Risk Assessment - *First-Aid needs during wider School opening*

Academy / School	Grace College, ESF	Assessment No.	2.3
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Site	One site	Location	Saltwell Road South, Gateshead		
Subject of Assessment	This assessment will consider the first aid requirements/needs of the school.				
Assessed by	J Maylin	Date	24/02/2021	Review date	30/04/2021
Details of workplace/activity	First Aid provision for school during COVID-19 outbreak.			Persons Affected <i>(Who may be harmed)</i>	
Number of employees			118	Staff, pupils, contractors and visitors	
Number of students			1192		
Number of First Aid at Work trained employees (3 day course)			13		
Number of Emergency First Aid at Work trained employees			0		

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions ✓/X (If ✓ See Actions)
1.	Aggravation of injuries or illness due to the lack of provision of First Aid. The risks in not providing suitable first aid assistance and associated management procedures include inadequate identification and treatment of injuries or ill health and potential litigation claims and prosecution.	- Medical plans in place for students known to have serious health conditions and shared with first aid staff; - Sufficient number of First Aiders present – 1:100; - Specialised trained First Aiders are on site if the school has a member of staff or a student with specific medical need e.g. asthma, physical disabilities, epilepsy or severe allergy; - A member of staff that has received epi-pen training is available at all times. - First Aiders record accidents in the accident book and pass these forms to the relevant person;	Low	X

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions ✓/X (If ✓ See Actions)
		- There is sufficient cover for Premises, Catering and Cleaning teams; - A defibrillator has been provided and staff are trained in its use; - First Aid kits will be checked and replenished regularly.		
2.	Insufficient number of First Aiders due to large site or building with split levels	- First Aid cover is available across the site at all times; - More than one First Aider is on site; - First Aider can cover all levels of the building; - First aid kits are available across the site and these are placed in accessible locations.	Low	X
4.	School location	School is 2 miles from the Queen Elizabeth Hospital and easily accessible. This is a 9 minute journey by car under normal circumstances. Queen Elizabeth Hospital, Sheriff Hill, Gateshead, NE9 6SX.	Low	X
5.	Lunch-time cover – split school due to social distancing	- Staff can ask for a First Aider to go to the area where students are eating their lunch; - First aid kits are provided and these are placed in accessible locations.	Low	X
6.	Availability of medical room	The school has a First Aid room: - Where possible school will be using medical room only to provide first aid (not suspected COVID-19 cases); - The first aid room will be cleaned frequently and after each use (when first aid care has been provided); - Cleaning materials to disinfect the areas and PPE is available. PPE include disposable gloves, aprons, face masks, goggles / face shields or visors.	Low	X
7.	Dealing with staff/child with a suspected case of Covid-19	The school has identified 2 rooms that can be used for suspected cases of COVID-19;	Medium	X

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions ✓/X (If ✓ See Actions)
		- The school has prepared two sets of First Aid kits and PPE to enable room(s) to be quarantened and still have capacity for additional cases; - Students that display symptoms of the virus during the school day will be isolated in one of the designated rooms until they are collected or additional medical assistance can be gained. This may be 111 support or paramedic or an ambulance; - Emergency services will be informed of the school's location and consider special arrangements with the emergency services e.g. provision of a dedicated area. - Staff that display symptoms will leave the site, if they can, to self-isolate, otherwise support will be sought from 111; - First Aiders required to assist this person will wear full PPE including, apron, gloves, mask and visor; - First Aiders have completed appropriate training for 'donning and doffing' PPE – NHS video / advice https://www.hse.gov.uk/news/face-mask-ppe-rpe-coronavirus.htm - PPE is disposed of in accordance with NHS COVID-19 waste management guidance; https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings		
8.	Waste disposal of used equipment	- Waste will be put in a plastic rubbish bag and tied immediately; - The plastic bag is placed in a second bin bag and tied; - It is put in a suitable and secure place and marked for storage until the individual's test results are known; - Waste is stored safely and kept away from children; - Waste is not put in communal waste areas until negative test results are known or the waste has been stored for at least 72 hours; - If the individual tests negative, this can be put in with the normal waste;	Low	X

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions ✓/X (If ✓ See Actions)
		• If the individual tests positive, then waste is stored for at least 72 hours and then put in with the normal waste; • If storage for at least 72 hours is not appropriate, a collection as a Category B infectious waste is arranged by either local waste collection authority if they currently collect your waste or otherwise by a specialist clinical waste contractor. They will supply you with orange clinical waste bags for waste bags can be sent for appropriate treatment.		

Appendix 3

Health and Safety Risk Assessment – Managing school premises COVID-19

DfE Advice states:

Estates

There is no need for class sizes to be adjusted from the usual size.

Ventilation systems

Where mechanical ventilation systems exist, you should ensure they are maintained in accordance with the manufacturers recommendations. Good ventilation with fresh air is essential at all times in classrooms and particularly during this period. Refer to the system of controls for guidance on keeping occupied spaces well ventilated.

Fire safety

Fire safety management plans should be reviewed and checked in line with operational changes. You should check:

- all fire doors are operational at all times
- your fire alarm system and emergency lights have been tested and are fully operational

Carry out emergency drills as normal (following social distancing as appropriate). You should make adjustments to your fire drill to allow for social distancing as appropriate. Refer to advice on fire safety in new and existing school buildings.

Opening after reduced occupancy

It is important that you undertake all the usual building checks to make the school safe. If buildings have been closed or had reduced occupancy, water system stagnation can occur due to lack of use. This can increase the risk of Legionnaires' disease. Advice on safely reoccupying buildings can be found in the Chartered Institute of Building Services Engineers' guidance on emerging from lockdown.

Academy / School	Grace College, ESF	Assessment No.	2.3
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Site	Main Site		Location	Saltwell Road South, Gateshead		
Subject of Assessment		Managing school premises functions during the Coronavirus pandemic				
Assessed by	J Maylin	Date	24/02/2021	Review date	30/04/2021	
Details of workplace/activity	School staff managing premises functions in school during the Coronavirus pandemic			Persons Affected <i>(Who may be harmed)</i>		
				Premises Team, Staff and visitors		

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions ✓/X (If ✓ See Actions)
1.	Travel to and driving at work	• Staff travel to site alone using their own transport • When travelling at work or between site locations, staff travel alone • Shared transport is not permitted • Where 2m social distancing cannot be achieved, travel to work will not be considered necessary	Low	X
2.	Site access and egress:	• Only essential visits to the site are permitted • Alternative site access and egress points are considered in order to enable social distancing • Entry systems that require skin contact (e.g. key codes, push plates, handles etc.) are cleaned and disinfected after each individual use • Where loading and offloading arrangements on site will allow it, arrangements will be in place to deter drivers entering the building	Low	X

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions ✓/X (If ✓ See Actions)
3.	Front of school/reception, contact with visitors and public behaviours which may not be in compliance with social distancing: Potential exposure to those infected with Covid-19.	• Hand sanitising gel available and used at reception • Reduced number of staff on premises • Ensure clear distance of 2 metres between individual persons in reception areas • Maintenance requests to be raised online or via phone • Personal protective equipment and advice on social distancing provided to those dealing with the public • Personal protective equipment and advice provided on delivering first aid	Low	X
4.	Fire: Unable to evacuate safely	• All staff are familiar with the evacuation process and where to go in the event of a fire • Contractors advised of fire safety arrangements on arrival • All staff have completed appropriate fire safety training • The school will only open if suitable numbers are trained fire wardens are present on site • All fire alarm testing regimes will remain in place during any school occupation • If required, the fire management plan will be reviewed and all occupants trained in new procedures • Prior to re-opening areas or buildings following a lengthy closure, fire safety systems should be checked by a competent person and appropriate remedial action taken as necessary to ensure all components of the fire safety system are in a satisfactory condition prior to re-opening	Low	X
5.	Lack of first aid provision: unable to respond to a medical emergency	• The first aid needs assessment has been reviewed to ensure the school can still provide the cover needed for the workers present and the activities that they are doing • The first aid needs assessment has been reviewed to ensure the school can still provide the cover needed for any children present	Low	X

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions ✓/X (If ✓ See Actions)
		- High risk activities prohibited where first aid provision not adequate - First aid kits will be available and replenished regularly - First Aid at Work (FAW), Emergency First Aid at Work (EFAW), Paediatric First Aid (PFA), Emergency Paediatric First Aid (EPFA) certificates that expire on or after 16 March 2020 and cannot access requalification training because of coronavirus may qualify for a 3-month extension.		
6.	Lack of first aid provision for contractors working on site out of school hours.	- Contractors must provide Risk assessment and Method statement prior to commencing works. First aid provision may be part of this. - If there is no provision for first aid in the Risk assessment or Method statement then working hours will be limited to school opening hours.	Low	X
7.	Pre-existing health conditions	All staff to follow Government/<u>NHS advice</u> if they have any pre-existing health conditions	Low	X
8.	Toilet facilities	- Staff are informed the number of people using toilet facilities at any one time is restricted and to ensure 2 metre distance is maintained between people when queuing - Strict hygiene measures are applied throughout the school - Cleaning regimes for toilet facilities, particularly door handles, locks and the toilet flush are enhanced	Low	X
9.	Toilet facilities for contractors working on site.	- Whilst on site toilet facilities will be made available to contractors. - Toilet facilities will be separate to those used by staff and students. - Toilet facilities will be cleaned every morning before use.	Low	X

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions ✓/X (If ✓ See Actions)
10.	Coronavirus - Working in close proximity: Spread of virus	- Staff on site will be sufficiently spaced from each other in order to reduce the further spread of Coronavirus, respecting the 2m Rule whilst on site - Where 2m social distancing cannot be achieved, work will not be considered necessary	Low	X
11.	Coronavirus – Premises team maintenance tasks: Spread of virus	- Appropriate PPE will be provided, such as sanitising gel which must have 60% or higher alcohol content, gloves, masks - PPE will be worn and removed as per training e.g. disposable of washing-up gloves and aprons for cleaning - All PPE will be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished - All tools, communication devices such as radios used will be cleaned with soap and warm water (except electrical items) or a sanitiser which must have 60% or higher alcohol content - Staff must follow strict handwashing guidance to wash hands and forearms with soap and water for at least 20 seconds - Measures will be taken to ensure minimal contact with contractors where possible e.g. by ensuring work areas are unlocked and available unless there is a specific lone working risk identified in which case social distancing rules will apply	Low	X
12.	Premises staff working alone on site: illness, accidents, lack of contact and supervision.	- Contact procedures are agreed, e.g. when the lone worker has safely left the site, a text message is sent to an agreed contact by a specific time - Employees who may work alone are provided with training in safe working procedures - A specific lone working risk assessment has been carried out, high risk work is avoided, including work on	Low	X

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions ✓/X (If ✓ See Actions)
		electrical equipment, work at height, confined space entry etc.		
13.	Legionella	- Regular routine maintenance will continue as normal including weekly flushing of all infrequently used outlets and controls/recommendations from the latest water management risk assessment - In addition, the location of infrequently used outlets will be reviewed, bearing in mind the change in occupancy of the premises. Any additional infrequently used outlets will be added to the list of infrequently used outlets to be flushed weekly - If regular maintenance cannot be fulfilled then additional control measures will be introduced, such as locking showers or removing shower heads (if applicable) to prevent aerosol generation - Approx. 1 week before re-opening after a lengthy closure, a competent water treatment specialist will be commissioned to assess and take appropriate remedial action as necessary to certify the complete system for all hot and cold water systems (including drinking water) as safe before the buildings are reoccupied	Low	X
14.	Infrequently used outlets.	- Until the College is operating normally all infrequently used toilets will be flushed weekly. - All infrequently used taps will be turned on and ran weekly. - Documentation will be provided as proof for the above.	Low	X
15.	Gas – Risk of leaks and build-up of gases	- Where gas equipment is not in use, the gas supply to the equipment will be isolated. - Where gas equipment has not been used for a lengthy period, equipment will be inspected by a competent person who will take appropriate remedial action to	Low	X

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions ✓/X (If ✓ See Actions)
		ensure gas equipment is safe to use before it is put back into service Planned gas safety checks, including gas detection and/or interlocking will continue as planned		
16.	Kitchen equipment that holds water – risk of contamination due to bacterial growth	To minimise the likelihood and severity / extent of bacterial growth, kitchen equipment that holds water, e.g. dishwashers or combination ovens, will be run through a full cleaning cycle at least once per week	Low	X
17.	Security – Risk of accidental or malicious damage to premises or equipment	- A review of low use areas will be completed due to the change in use of various areas. Access to certain closed areas will be restricted to authorised relevant staff – for example, science laboratories, chemical stores and IT rooms - Additional checks will be performed to ensure that access control and lockdown systems are operational - The advice from service providers that have remote monitoring stations (response centres) - i.e. intruder alarm/ lift/ fire alarm companies, etc. - will be followed and keyholder information to respond to out of hours incidents will be updated, as necessary	Low	X
18.	Ventilation – The risk of air becoming contaminated may increase due to changes in building occupancies and the possible presence of the Coronavirus in non-symptomatic occupants.	- All systems to remain energised in normal operating mode - Where mechanical ventilation is present, recirculatory systems will be adjusted to full fresh air. If mechanical ventilation systems cannot be adjusted to full fresh air these will be switched off - Where possible, occupied room windows will be open - Ventilation to chemical stores will remain operational - Drainage systems will be checked to ensure traps have not dried out and water seals are in place to prevent	Low	X

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions ✓/X (If ✓ See Actions)
		smells within the building, for example, hygiene rooms, sports hall showers		
19.	Failure of lifting or pressure equipment.	Thorough examinations and testing of lifting and pressure equipment will continue during the coronavirus outbreak, following the updated HSE guidance	Low	X
20.	Coronavirus - Working in close proximity with contractors/maintenance staff: Spread of virus	- Procedures are in place to postpone non-essential maintenance - Measures will be taken to ensure minimal contact with contractors where possible e.g. by ensuring work areas are unlocked and available unless there is a specific lone working risk identified - Visiting contractors are advised they should adhere to social distancing requirements and keep at least 2 metres distance when attending site - Visiting contractors are instructed to wear PPE before entering the site and avoid hand to face contact throughout - PPE will be disposed of in the normal way unless coronavirus contamination is expected - Visiting contractors are advised to communicate via mobile phone before entering the site, therefore reducing the need to use intercom systems - Restricted access areas, such as the boiler room, are unlocked prior to contractor attending site to minimise social interaction - Visiting contractors are advised to communicate via mobile phone when respective works have been completed and prior to leaving the site - Regular cleaning of work areas will continue and will include cleaning the area where contractors have been working once they have left the site	Low	X

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions ✓/X (If ✓ See Actions)
21.	Coronavirus – cleaning tasks: Spread of virus	- Enhanced cleaning regimes are in place in communal areas to touch points e.g. door handles, hand rails, lift / door call panels and an enhanced cleaning regime is in place in communal toilets - Cleaning staff are advised to follow Government advice on social distancing to protect themselves and staff - Cleaning staff will wear appropriate PPE while carrying out their duties and avoid hand to face contact throughout - PPE will be worn and removed as per training - Cleaning staff must follow strict handwashing guidance to wash hands and forearms with soap and water for at least 20 seconds.	Medium	X
22.	Breaks and access to canteens/rest areas:	- Staff are encouraged to bring their own food - Staff are instructed to stay on site and avoid using local shops - Break and rest times are staggered in order to reduce congestion and contact - Surfaces that are touched regularly, e.g. kettles, refrigerators, microwaves, are frequently cleaned using standard cleaning products - Enhanced cleaning measures of drinking water tap mechanisms should be in place - Hand cleaning facilities or hand sanitiser are made available at the entrance to any room where people eat and should be used by staff when entering and leaving the area - A distance of 2m should be maintained between users - Any tables used are cleaned between each use - Crockery, eating utensils, cups etc. are washed and dried between use	Low	X

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions ✓/X (If ✓ See Actions)
23.	Lack of hygiene: risk of cross infection/contamination of COVID-19	• Strict hygiene measures are applied throughout the school, i.e. as per Public Health England advice on washing hands more often and for 20 seconds, using soap and water or hand sanitiser when: ○ Coming into school or arriving home ○ Blowing nose, sneezing or coughing ○ Visiting other places ○ Eating or handling food • Hand sanitiser, which must have 60% or higher alcohol content, is available to all staff and should be used • Hand and respiratory hygiene notices are posted around the school and should be followed by all staff • Any staff experiencing Covid-19 symptoms will be required to leave the site immediately and advised to follow NHS guidance • If the person experiencing Covid-19 symptoms is a visitor/contractor, their organisation will also be contacted • The workplace will be decontaminated following Government advice 'Cleaning in Non-Health Care Settings' https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings	Low	X
24.	Mental health pressure of those remaining on site: sickness absence due to stress, increased fear and anxiety among those left.	• Practice and promote staff/team distancing and good hygiene • Line Managers should regularly review welfare of staff and monitor any anxiety levels • An employee assistance programme and telephone counselling service is available to staff	Low	X

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions ✓/X (If ✓ See Actions)
25.	Contaminated workplace: A person catches Covid-19 due to contaminated surfaces.	• An increased formal cleaning regime is in place, i.e. staff are cleaning equipment more often (keyboards, work surfaces, door handles etc.). • Hand sanitisers have been placed in the workplace • Extra hygiene measures (handwashing etc.) are enforced • Multi-use hand towels are not used to dry hands • Respective information has been provided to staff • Incidents reported as per school procedure and under RIDDOR as per Government guidance	Low	X
26.	Cleaning school areas after known Covid-19 case: Exposure to Covid-19 fluids or residue.	• School (respective building) should be closed down with no access for 72 hours where at all possible • Where not possible, guidance and personal protective equipment (apron, gloves etc) should be provided • All building users advised re monitoring their own health, reporting of symptoms and self-isolating	Medium	X
27.	Maintaining Health & Safety standards with reduced staff on site: Machinery is left running with no skilled support available to manage its' use, Increased number of incidents due to lack of supervision or relaxed standards, Breach of H&S legislation,	• Use technical/premises team staff to close down machinery safely • Close as many buildings/areas as possible and prevent entry • Line managers to ensure H&S guidance is still followed for those left on site • Monitor any areas/buildings that may be prone to malicious behaviour • High risk work is risk assessed to ensure suitable controls are in place • Lone working is avoided for high risk work including work on electrical equipment, work at height, confined space entry.	Low	X

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions ✓/X (If ✓ See Actions)
28.	Work planning to avoid close working	• Social distancing guidelines must be maintained and if not possible, work must not continue • Work will be planned and organised to avoid crowding and minimise the risk of spread of infection • Staff who are unwell with symptoms of Coronavirus (Covid-19) must not travel to or attend school • Tasks will be rearranged to enable them to be done by one person, or by maintaining social distancing 2m Rule measures • Face to face contact will be avoided • Stairs will be used in preference to lifts • Site meetings will only take place if absolutely necessary, attendees should be at least two meters apart from each other and room should be well ventilated/windows open to allow fresh air circulation	Low	X

Trustee Recommendations 13.7.20		Actions
1	Residual risks to be updated on P15, P22, 24 and 30	Risk added/updated.
2	P22 - 2m reference should read 1.5m	Distance revised to 1.5m
3	Action Plans at the end of the Risk Assessments - we have made suggestions when reviewing previously, should these not still be present to show they have been actioned?	This RA was re-written in preparation for re-opening. Trustee recommendations remain on the wider-opening document. Trustee are invited to add additional recommendations to this plan if required.
4	Given that there could be issues with staff numbers should there be infections, should the RAs not be addressing how this will be taken into account?	This is covered in section 12 of the whole school RA. If the rate of staff absence means we are unable to supervise the students safely the number of students in school will be reduced and specific groups will be instructed to work from home. This may mean partial or full closure depending on the scale of the issue. Staff have set up MicroSoft Teams for all their classes and are routinely setting work online as this also benefits individual students that need to isolate.
5	Most schools have static pupils and teachers moving around - does the lack of available laptops (due to non-availability) impact on those plans?	The lack of individual staff laptops is a complication. Staff have been asked to use their own devices where possible until we have delivery of the new laptops. Each classroom has a PC linked to the network and projector. These are being used by staff. Antiseptic wipes are used to clean these work areas between users.
6	COSHH - while RAs indicate that there are data sheets available for all chemicals, given the sharp in due to the use of sanitisers/cleaning material are they confident that COSHH assessments have been fully updated?	COSHH have been checked. Copies of for cleaning chemicals were given to the VP for Student Welfare and the Site Team. Copies also available in the Head Cleaners store cupboard. Teaching staff are not using chemical sprays.
Trustee recommendations 02.03.2021		
	P27 – typo bottom of the page “Swopped”.	Corrected – version 2.9 – 03/03/21
	P30 – “or a plane” to be taken out.	Removed – version 2.9 – 03/03/21
	P34 – Peripatetic teachers – the responsibility for Risk Assessments is the school’s and should not be transferred.	Wording changed. Peripatetic teachers are offering a specialist service and must have their own risk assessments in place. Wording changed to: • Risk Assessment remains the responsibility of the school. Peripatetic teachers must read and follow our RA and safety advice. They should also have their own risk assessment for the lessons they deliver and ensure it does not contradict our protocols. The school will

		review these to ensure distancing requirements are maintained where appropriate and efforts are made to reduce the number of groups taught and locations worked in.
	Trustees note that where a face covering is not worn there is a plan for alternative provision. Please include a description of this.	If a student is not medically exempt and refuses to wear a mask, or parents/carers inform us that they do not want their child to wear a mask they will be removed from the classroom to another room where they can be spaced 2m away from students and staff. Suitable work will be provided by the subject teacher and they will be supervised by members of staff. They will have access to the curriculum and their learning.
	Checklist provided Trustees to be reassured that all check items will be completed and evidenced. Please complete.	Checklist will be completed. Actions such as flushing water pipes will be completed by the end of the week, ready for the return of students and the use of areas that were closed during partial opening.
	Has consultation taken place with the elected or nominated representative?	Yes. A copy of the RA was shared with all staff, including Union Representatives and our staff COVID Committee with representatives from across the staff body. A MS form was used to gather feedback and the RA was updated in response to this feedback. A meeting will be held on 04/03/21 with the COVID committee to discuss the changes and responses in more depth.
	Have the needs of Facility Management Staff such as cleaners who may share a cupboard and the cleaning of that cupboard been taken into consideration?	The Facilities Team and Cleaning Team have been consulted on this. I have also raised this question with them so that they are aware. Arrangements are in place to ensure the needs of both parties are considered and that cleaners store cupboards and the Site Team office are included in the cleaning schedule.
	Has the school satisfied itself that outdoor PE can commence and if so that appropriate outdoor community lettings might be re-started?	At present we do not have outdoor lettings. Allowing lettings would add additional complexity to the organisation of cleaning and ensuring the facilities were suitable for student use. The PE department have reviewed their activities and risk assessments.