|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Service and location** |  | **Work activity:**  |  | **Date of assessment** |  | **Review Date** |
| GCMS Newcastle |  | School operations  |  | March 1st 2021 |  | March 15th 2021 |
| **Name of Assessor and position** |  | **Approved by (Service Manager)** |  | **Consultation** |  | **Reference Number** |
| Deeanne Smith (H&S Officer) |  | Chair of Governors – Jayne Thorpe |  | Governing Body/ Staff/Public Health/HR/Unions |  |  |

**This risk assessment must be regularly reviewed and updated as necessary in line with government guidance. The reviewed risk assessment must be shared with all staff, including any relevant updated guidance to support the risk assessment. Risk assessment will be reviewed according to national and local data.**

**The risk assessment is specific to control measures in place relating to COVID-19 and must be used in conjunction with other relevant risk assessments.**

**For the purposes of this risk assessment children and young people are referred to as pupils.**

| **What are the hazards?** | **Who might be harmed and how?** | **What are you doing already?** | **What further action is needed?** | **Action by whom** | **Action by when** | **Done** |
| --- | --- | --- | --- | --- | --- | --- |
| 1a. Adults and pupils classed as **clinically vulnerable or clinically extremely vulnerable/deemed to have comparatively increased risk from COVID-19** in accordance with government guidance. 1b. Members of staff and pupils living with someone classed as clinically vulnerable.1c. Poor Mental Health of staff and pupils | Employees, pupils, household members.Transmission of COVID-19, illness death. Staff and pupils having increased anxiety due to National Lockdown | Employees who are clinically vulnerable/deemed high risk will continue to follow risk assessment and liaise with SLT if they feel they need an individual risk assessment. Employees who are deemed CEV (clinically extremely vulnerable) will not be in schoolParents/carers of clinically vulnerable pupils (those that remain under the care of a specialist health professional) continue to follow medical advice before they return to school* Staff/pupils living with someone clinically vulnerable continue to follow medical advice

 * All staff have been informed that the SLT are available if needed for any support and advice
* Pupils will return on 8th March – this will be a pastoral day to settle children back into school. This will give opportunity to discuss worries which can be addressed accordingly.
* Heads of year to undertake training – Psychological First Aid Training. This will be disseminated to pastoral teams.
* Heads of Year to liaise closely with pastoral teams to ensure any early warning signs are picked up immediately
* Staff to use referrals to Mental Health Champion for struggling pupils.
 | * Employees continue to advise a member of SLT if they have any of the health conditions identified in the guidance which means they are clinically vulnerable or clinically extremely vulnerable
* Clinically vulnerable employees maintain social distancing
* If a clinically vulnerable employee chooses to take on a role that does not allow for social distancing, an individual risk assessment should be carried out, taking advice from HR, and Occupational Health as appropriate to the circumstances of the case.
* Refer staff to Occupational Health if needed
* Ensure staff are feeling equipped and supported to undertake mental health support of pupils

Ongoing tracking of pupils and staff to ensure appropriate support is in place. May 13th | Employees/ SLTEmployees/SLTHead teacher/ HR advisorAll Staff Pastoral / PSHE lead / form teachers/SLT |  |  |
| 2. Inadequate social distancing 2. Inadequate social distancing (continued).2. Inadequate social distancing (continued).2. Inadequate social distancing (continued).   | Employees, pupils, visitorsTransmission of COVID-19, illness death.  | * Contact between staff and pupils in school is reduced as much as possible to maintain social distancing - staff meetings are held in the hall and socially distanced with the option to attend the meeting via ZOOM.
* All staff will wear masks when moving around the school and in classrooms. Support staff will wear visors and masks when supporting children.
* All staff have their own designated area and no more than three members of staff can congregate in any one designated area (bubble) at a given time – the exception is the hall where social distancing can be maintained. Staff kitchen area: 2m rule applies and sanitising after use of shared spaces.
* A visitor policy is in place to ensure only essential visitors are on site, visitors are limited during school hours and parent/carer visits are by appointment only, are only when essential and are with only one parent/carer wherever possible.
* Posters are clearly in place detailing procedures for visitors to adhere to once they are in school
* External key workers liaise with the school regarding essential visits and have their own risk assessments in place. Key workers always follow school arrangements for COVID-19.
* Children are supervised entering and leaving the building at all times

**Learning areas for Children in School** **Pupils will be taught in class bubbles*** Each bubble will remain in their base for all lessons and WILL NOT be moving around the school at any time.
* Pupils will only leave the classroom with permission from a member of staff
* Pupils will have their own equipment
* Equipment supplied by school will be cleaned between different users
* Peripatetic music lessons (NEMCO) will NOT commence before Easter
* Each Year group bubble in school will use their own entrances/exits to the building as well as their own toilets. Staggered start and finish times will be in place.
* Toilet visits are controlled as much as possible and as appropriate by ensuring bubbles are not mixing with other bubbles and pupils will be escorted in and out of the building at all times and to and from toilets/ handwashing areas
* Meetings are held by video call/ conference call/ wherever possible. Meetings are only held on site when it is essential to do so, where social distancing can be maintained and in a well ventilated or outdoor area
* Appropriate arrangements are in place for parents/carers to observe social distancing e.g. when dropping off/collecting pupils /Parents/carers are discouraged from gathering at the school gates – for KS2 parents are permitted to come into the yard in order to avoid bottle necks/crowding at the gate
* Face to face non-COVID related training is cancelled until government guidance changes.

**Supporting pupils:*** Staff support pupils to maintain social distancing using age and developmentally appropriate ways to help pupils understand.
* When supporting a SEND child staff maintain social distancing as much as possible whilst ensuring children are kept safe and well cared for.
* For pupils who have care needs/ behaviour support plans which require staff to be within 2m:-
* Social distancing is maintained as much as possible at all other times
* PPE is worn as normal in accordance with existing risk assessment (minimum of disposable gloves and apron) when undertaking personal care and the pupil is exhibiting no symptoms of COVID-19 (additional PPE is not currently required if the pupil is not exhibiting any symptoms).
* Individual risk assessment is carried out and PPE worn where appropriate (see section 8 where an individual presents an increased risk.

**Shared offices and reception areas*** Maximum occupancy of offices is determined by allowing a 2m social distancing radius for each person.
* Workstations are assigned to one person only wherever possible, or if not are cleaned between use.
* Staff who do not work in the office avoid entering the office wherever possible.
* Staff are encouraged to use their phone (all designated bases have a phone) for communication rather than coming to the office.

**Lifts:*** Lift is only used when necessary.
* If the lift must be used by more than 1 person e.g. when supporting a pupil, occupants face away from each other wherever possible.
 | Mask wearing by Government guidance is no longer necessary in classrooms/corridors for pupils at KS3. Staff will continue to wear masks in communal areas where social distancing is not possible and when moving in corridors. Pupils and staff will continue to wear masks if they choose to.May 13thPupils withdrawn from large classes for small group work will be supervised when moving from classroom to classroom. May 13thMusic lessons have started wc 10th May with social distancing and mask wearing. Full risk assessment applied for this area.Face to face training has started in some areas- this is agreed with staff after consideration of the arrangements and assessed on individual merit. | Employees /SLTHead teacherSLTSLTEmployees/SLT |  |  |
| 3. Poor hygiene practices and sharing of items/ equipment.**(see section 7 for cleaning areas/equipment in contact with a symptomatic person**). 3. Poor hygiene practices and sharing of items/ equipment (continued).**(see section 7 for cleaning areas/equipment in contact with a symptomatic person**).3. Poor hygiene practices and sharing of items/ equipment (continued).**(see section 7 for cleaning areas/equipment in contact with a symptomatic person**). | Employees, pupils, visitorsTransmission of COVID-19, illness death.  | **Good hygiene practices: -*** Public Health England hand hygiene and general good hygiene practices are followed by employees including: -
* regular and thorough handwashing for at least 20 seconds.
* Washing/sanitising hands on arrival, before leaving, before and after eating after sneezing and coughing, and regularly throughout the day. Hands are dried thoroughly after washing.
* Pump action hand sanitiser in every room and communal spaces.
* Cleaning products, gloves and cloths available in every classroom.
* Avoidance of non-essential physical contact.
* sneezing into tissues/elbow and binning them (‘Catch it, bin it, kill it’)
* observing social distancing as much as possible
* not touching face, eyes, nose or mouth if hands are not clean.
* Staff support/supervise pupils to follow the above guidance as much as possible. Repetition, class rules and posters are used as appropriate to encourage pupils to practise these habits.
* Arrangements are in place for staff to greet each pupil, ensure they wash their hands immediately on arrival and go straight to their designated area

 * hand sanitiser (at least 60% alcohol) is provided in all rooms and staff/children are encouraged to use this when exiting rooms/the building
* Pupils are monitored and supported as necessary to ensure they are carrying out regular hand washing / sanitising
* Staff wash hands before and after supporting pupils with medication and medical needs.
* School is kept well-ventilated by opening windows/use of ventilation units/propping open doors which are not fire doors when safe and appropriate to do so.
* Parents are made aware that face masks are strongly recommended for KS3 both when moving around the building and in the classroom. The wearing of facemasks in KS2 is actively supported. Disposable facemasks will be available in all classrooms and shared spaces.
* Cleaning routines are in place with City Works to ensure a member of the cleaning team is on site throughout the day.
* Ozone machines are not used at this time as they may present an increased risk to the respiratory system.

**Cleaning practices: -*** Work areas are kept clean and bins for tissues are emptied regularly throughout the day.
* Areas are kept tidy and surfaces clear as much as possible to enable effective cleaning to be carried out.
* Visitors are asked to observe good hygiene practices whilst in the building. Visitors sanitise their hands before they leave the foyer and are encouraged to wash their hands, on arrival into the building, often during their stay and when leaving. Masks will be worn throughout the visit.

**Shared equipment: -*** Sharing of food, drink, utensils, equipment, and toys is prevented as much as possible. Equipment and resources are allocated to individuals/groups as much as possible.
* Pupils provide their own water bottle
* Resources for activities are considered (use of malleable items e.g., playdough are not shared) and equipment/resources are cleaned between use (including outdoor play equipment).
* Shared surfaces are cleaned before starting work/lessons, between users and at regular intervals throughout the day (attention is given to frequently touched areas e.g. IT equipment, tables, chairs, door handles, phones, light switches, staff room equipment (e.g. kettle, microwave) and bannisters).
* Interactive screens are used by one member of staff in each designated area

 * Only essential items are taken home by staff or pupils.
 | * Supplies of cleaning agents and soap, hand sanitiser (at least 60% alcohol), and access to handwashing facilities are always maintained.
* Cleaners are on site all day and ensure all toilets (staff/pupils) are cleaned 5 times per day and cleaning frequently touched surfaces /toilets
* Staff monitor pupils in school who have conditions known to be triggered by cleaning products e.g., asthma, allergies and review health care plan as necessary. Staff report any concerns re: their own conditions to SLT. Cleaning products are discussed with the cleaning provider if issues are identified
* Remove soft furnishings, soft toys and other resources which are not easily cleanable.
* Follow manufacturer’s instructions for dilution, application and contact times for all cleaning products. All relevant staff are made aware of these.
* Pre-diluted cleaning chemicals/ disinfectants in spray bottles to be provided by Building Cleaning on request.
* Drinking fountains are not in use.
* If outdoor play equipment is in use pupils wash hands before and after use, it is cleaned between groups of pupils using it and is only used by one group of pupils at a time.
* Pupils will be taught how to put on and take off masks safely during pastoral time
* The wearing of face masks will regularly reviewed in line with government guidance.

Gov guidance- May 17th- no longer required for pupils in corridors/classroomsScreens are wiped once per day, pens and remote control should also be wiped down after use with the cleaning sprays/cloths located in all classrooms as is protocol with keyboards/mouse. | SLTSLTSLTHead teacherEmployees/SLTHead teacherEmployeesSLT to monitorEmployeesSLT/ Building CleaningSLTEmployees/SLT |  |  |
| 4. Working with SEND children | Employees, pupils, visitorsSpitting, biting, contact with bodily fluids due to sensory issues Transmission of COVID-19, illness death.  | * Sendco and the Head of Inclusion provide support and advice to staff where necessary
* Staff are vigilant for escalations in behaviour and follow BSP re: de-escalation techniques.
* Social distancing is maintained wherever possible without putting the pupil at risk if proximity is required for de-escalating behaviour.
* Supervision ratios are maintained for pupils with challenging behaviour in accordance with their BSP
* Individual risk assessment is reviewed in conjunction with school, pupil’s parents and LA in accordance with Newcastle Council Guidance
* Suitable arrangements are in place for cleaning of specialist equipment
* Clear face masks are available for all SEND pupils
 | * BSP and needs of pupils they are supporting are discussed with new or temporary staff.
* Liaise with relevant other teams e.g. Behaviour Support, / CYPS as required
* Individual risk assessments to be carried out for pupils where social distancing cannot be maintained e.g. where their BSP requires close contact (see section 7) and all relevant staff made aware of this.
 | JKJK/MGJK/MG |  |  |
| 5. i) Pupil/ member of staff with COVID-19 symptoms. 5ii) Testing.Symptoms currently identified as: * fever (37.8oC or above)
* new continuous cough
* shortness of breath
* loss of taste or smell (anosmia)

5. Pupil/ member of staff with COVID-19 symptoms (continued).5. Pupil/ member of staff with COVID-19 symptoms (continued). | Employees, pupils, visitorsTransmission of COVID-19, illness death.  | * If a member of any staff/ pupils’ household develops symptoms of COVID-19 all members of the household self-isolate for 10 days.
* Parents/carers have been asked to inform the school if their child/any member of their household is exhibiting symptoms of COVID-19.
* Parents/carers have been informed that pupils must **not** attend school if they have symptoms of COVID-19 and must self-isolate. [**https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works#people-who-develop-symptoms-of-coronavirus**](https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works#people-who-develop-symptoms-of-coronavirus)
* Staff members and pupils exhibiting symptoms self-isolate and do not return to school until 10 days after onset of symptoms if symptoms have improved; and, they have not been feverish for 48 hours, even if this requires an extension beyond 10 days. If a cough or loss of smell/taste is the only persistent symptom after 10 days (and they have not been feverish for 48 hours) they can return to school. **This applies even if the employee/pupil has tested negative.**
* Testing in school using LFT will be operational for KS3 pupils- 3 tests will be administered for those who have consented. If a member of staff or pupil in school tests positive after testing at the school site, they will be sent home to isolate- a PCR test is not necessary. The children in that class bubble will also be sent home for a 10 day isolation period on advice from the LA SPOC team.

* Pupils or staff who are at home who test positive but do so after hours – e.g. after 4.30pm (when the school office is no longer manned) or at weekends must inform school. Parents must send a text to 07942593284 verifying child’s full name and form class (bubble) as well as an e-mail to the deputy headteacher at: deeanne.smith@gosforthcent.newcastle.sch.uk The deputy headteacher will contact parents to verify the information. Staff must contact their line manager or the deputy headteacher.
* If a member of staff/ visitor develops symptoms whilst at school, a member of SLT is informed and they leave site immediately.
* Staff look out for signs of pupils developing a fever (37.8oC or above), cough, shortness of breath or loss of taste or smell).
* Staff are extra vigilant with pupils with cognitive impairments and look for signs such as delirium which may indicate infection
* If a pupil develops symptoms whilst at school, they are self-isolated in a designated room behind a closed door, with a window open and with supervision by a member of staff using PPE as required.
* Parents/carers are contacted to collect their child as soon as possible or 999/111 are contacted if required.
* Social distancing is maintained wherever possible however if staff are required to be within 2m of the pupil they wear the following PPE: -
* Disposable plastic apron
* Disposable gloves
* Fluid resistant face mask
* Eye protection if required (if there is a risk of splashing to the eyes e.g. from coughing or vomiting etc.)
* Any member(s) of staff that have been supporting a symptomatic pupil wash their hands thoroughly for 20 seconds after contact with them.
* Symptomatic staff/pupils use a separate bathroom if this is needed before leaving the premises. The bathroom is cleaned and disinfected using the school’s usual products before being used by anyone else.
* Staff are advised to ensure that wherever possible after providing close care to a pupil exhibiting symptoms of COVID-19 their work clothing is: -
* Changed after providing care and transported home in a tied plastic bag.
* Laundered in a load not more than half the machine capacity.
* Not shaken before washing
* Washed at the maximum temperature the fabric can tolerate.
* Public areas where a symptomatic person has passed through and spent minimal time (e.g. corridors) and are not visibly contaminated with body fluids can be cleaned thoroughly as normal.
* All surfaces that the symptomatic person has come into contact are cleaned and disinfected, including:
* objects which are visibly contaminated with body fluids.
* all potentially contaminated high-contact areas such as toilets, door handles, telephones, grab-rails in corridors and stairwells
* Disposable cloths or paper roll and disposable mop heads are used to clean all hard surfaces, floors, chairs, door handles and sanitary fitting using either:-
* a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine

**or*** a household detergent followed by disinfection (1000 ppm av.cl.).

**or*** A disinfectant that is effective against enveloped viruses.
* Creating splashes and spray when cleaning is avoided.
* Any cloths and mop heads used must be disposed of as single use items.
* Items that cannot be cleaned using detergents or laundered e.g. upholstered furniture are steam cleaned.
* Any items that are heavily contaminated with body fluids and cannot be cleaned by washing should be disposed of.
* Waste from a symptomatic person and from cleaning of areas where they have been (including disposable cloths and tissues) is either:-
* Double bagged (placed in a plastic rubbish bag and tied then placed in a second bin bag and tied),
* Tagged with the date and time and stored in a secure area for at least 72 hours
* Disposed of in the normal waste bin.

**or*** Disposed of as clinical waste if there is a clinical waste contract in place.
 | * If a member of staff (or their household) or pupil exhibit symptoms the employee/parent/carer need to be ready and willing to book a test.
* If the individual has been tested at the school test site there is no need to seek a PCR test- isolation procedures begin immediately.
* [**https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested**](https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested) or via telephone NHS 119 for those without internet access and to inform the school of the results – in addition they must provide details of anyone they have been in close contact with if they were to test positive for COVID-19 or if asked by NHS Test and Trace. The Head teacher liaises with Newcastle’s Public Health Team SPOC (single point of contact).The Health Team will work with the school to guide them through the action needed.
* Employees to be informed of and follow the return to work (school) procedure if they have been exhibiting symptoms of COVID-19.
* Self testing at home will then commence for KS3 pupils- 15th March. Pupils will be given Home Testing Kits which will be administered twice weekly- Sunday and Wednesday. Results will be reported to both Test and Trace and school via an online reporting form
* Testing continues twice weekly for staff and KS3 pupils May 13th
* Any case identified by Occupational Health as meeting the HSE RIDDOR reporting criteria will be shared with H & S who will deal with the reporting process.
* Manufacturer’s instructions for dilution, application and contact times for all detergents and disinfectants to be followed at all times
* Ensure this is clearly displayed in the cleaning store and all relevant staff are made aware of this.
* Check with the school’s cleaning provider- City Works-if necessary, to ensure you are using a suitable disinfectant at the correct dilution.
* Designate a safe and secure holding area for potentially contaminated waste and ensure all staff are aware of this.
 | Head teacher/SLTEmployees/SLTEmployees/SLTSLTEmployees/ SLT |  |  |
| 6. Incorrect use of/lack of PPE.6. Incorrect use of/lack of PPE (continued).  | Employees, pupils, visitorsTransmission of COVID-19, illness death.  | * Stock of the following PPE:-
* Disposable aprons
* Disposable gloves
* Fluid resistant face mask
* Eye protection

is available for staff for use when:- * supporting a pupil displaying symptoms of COVID-19 until they are taken home/to hospital
* for first aid purposes (see section 14)
* where this is already routinely required (not associated with COVID-19) when supporting a pupil.
* if required when supporting a pupil as determined by an individual risk assessment
* Staff are hydrated, tie hair back and remove jewellery (no stoned rings, watch, bracelets etc) before putting on PPE.
* Good hand hygiene is practiced and extended to exposed forearms after removing any element of PPE.
* Used PPE is disposed of as normal waste where it **has no**t been used to support a symptomatic pupil.
* Where PPE has been used to support a **symptomatic person** it is either: -
* Double bagged (placed in a plastic rubbish bag and tied then placed in a second bn bag and tied), tagged with the date and time and stored in a secure area for at least 72 hours then disposed of in the normal waste bin.

**or*** Disposed of as clinical waste if there is a clinical waste contract in place.
 | * For other situations, e.g. working in prolonged close contact with pupils whose behaviour support plan requires this or working closely with pupils who regularly cough, sneeze or spit, without being able to practice good hygiene, the use of fluid resistant face masks and eye protection should be risk assessed and provided if deemed necessary. All staff must be clearly informed of what is to be used and when.

 * All staff to be made aware of what PPE is to be worn and when.
* All staff are visually trained in putting on (donning) and taking off (doffing) PPE and how to decontaminate eye protection

<https://www.youtube.com/watch?v=ozY50PPmsvE&feature=youtu.be> * Posters showing how to put on and take off PPE are displayed.

<https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/878677/PHE_11606_Putting_on_PPE_062_revised_8_April.pdf> <https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/878678/PHE_11606_Taking_off_PPE_064_revised_8_April.pdf> * Face mask is replaced if it is soiled or damaged.
* PPE is stored in a safe and accessible location.
 | Head teacher/ Public HealthSLTSLTSLTEmployeesEmployees |  |  |
| 7. Fire risk  | Pupils and employees unable to evacuate safely in the event of fire | * Fire points shared with ALL staff
* All areas for each room (bubble) marked on school plan, laminated and available on doors
 | * As many members of the support team are new to the school, ensure they are clear about the procedures in the event of fire
* Fire Drill carried out 15th March
 | HeadTeacher / Head of Inclusion Fire Safety Officer (DS) |  |  |
| 8. Unsafe/ violent/ aggressive / behaviour (e.g., intentional spitting, refusing to adhere to social distancing etc.). | Employees, pupils, visitorsTransmission of COVID-19, illness death.  | * Where pupils in school wilfully fail to follow school rules regarding COVID-19, appropriate sanctions are taken in accordance with the school behaviour policy.
* Risk assessments are in place for pupils with known challenging behaviour and are reviewed as necessary.
 | * Staff are vigilant for new behaviours in pupils due to changes in routine and current situation and take appropriate action.
* Where there are concerns regarding parents/carers failing to adhere to school rules/government guidance on social distancing this is discussed with the Chair of Governors/ Governing Body. Consider using a Warning or Banning letter
 | StaffHead teacher/ CoG/ Governing Body |  |  |
| 9. Use of transport  | Employees, visitorsTransmission of COVID-19, illness death.  | * No employees will car share
* Visitors will care share only if they are from the same household and it is essential to be in school
* Staff using public transport will plan their journey carefully in case of reduced services during lockdown
 | * If public transport is used by staff, then they must wear a face mask and minimise surfaces they touch. On entering the building, the face covering must be disposed of or placed in a sealable plastic bag.
 | Staff |  |  |
| 10. Home visits | Employees, pupils, parents/carersTransmission of COVID-19, illness death.  | * Only essential visits are made.
* Staff knock at the door and step back at least 2m to maintain social distancing.
* Phone calls are made instead of visits wherever possible.
* Social distancing is always maintained, and staff do not enter pupis’ homes.
 | * If there is a need for your school to carry out visits which may involve entering a pupil’s home contact your H&S officer for advice/risk assessment.
 | Head teacher |  |  |
| 11. Lack of communication/ information. | Employees, pupils, visitors.Transmission of COVID-19, illness death | * Head teacher to provide COVID-19 related bulletins and information on updated guidance.
* Headteacher updates governors regularly on procedures/processes and systems in school during lockdown.
* Promise Board have regular contact with Public Health re: ongoing guidance and advice which is fed back to schools.
* Staff have been briefed on Public Health England hand hygiene and general good hygiene practices and guidance on the hierarchy of control measures for COVID-19 in schools i.e.: -
* Avoiding contact with anyone with symptoms.
* Frequent cleaning and good hygiene practices.
* Regular cleaning of settings.
* Minimising contact and mixing.
* School requirements and arrangements whilst on site are clearly explained to all visitors on arrival.
* **All** visitors entering the school must sign in and out (sanitise hands first and use own pen/screen to be cleaned between use) or give details to office staff.
 | * Information and school COVID-19 procedures to be clearly communicated with all staff so they are aware of what they need to do and how they need to do it.
* Communicate with any contractors (e.g., Facilities Management, catering staff, cleaning staff, suppliers etc to ensure they are aware of the arrangements to follow on site).
* As appropriate parents/carers are informed: -
* To ensure that only 1 parent/carer attends school if the pupil needs accompanying.
* Not to gather whilst on school premises and to always maintain social distancing.
* Not to enter the site without a pre-arranged appointment and to follow school. procedures whilst on site.
* Not to enter the setting if they are displaying any symptoms of COVID-19.
* The drop off and collection times for their child
* To park considerately outside school and maintain social distancing at all times
* Government transport recommendations.
* To inform the school if their child/anyone in the household has symptoms of COVID-19.
* Any additional school procedures they need to follow.
* Head teacher to keep up to date with information from Promise Board and action advice accordingly.
* Head teacher to update Promise Board rep if there are concerns or issues that cannot be addressed.
* All staff (including new/temporary staff) receive any appropriate training as necessary.
* Risk assessments and method statements for non-Council contractors working on site must be checked to ensure adequate COVID-19 working arrangements are in place- Engie.
 | Head teacherSLTSLTHeadteacherHead teacherHead teacherHead teacher and site manager(Engie) |  |  |
| 12. Inadequate first aid arrangements  | Employees, pupils, visitorsTransmission of COVID-19, illness death.  | * First aid risk assessment has been reviewed in line with current operations.
* All first Aiders have completed an on line refresher – April 2020
* First aiders wash their hands before and immediately after administering first aid.
* PPE (single use gloves, single use apron, fluid resistant face mask and eye protection) is worn where administering first aid where there is a risk of being splashed with body fluid.
 |  | Head teacher / nominated first aiders |  |  |
| 13. Inadequate premises management.  | Employees, pupils, visitors.Gas inhalation, carbon monoxide poisoning, smoke inhalation, Legionnaire’s disease, lift crush/fall from height injury etc, death.  | * Staff liaise with H&S team if assistance is required.
* All staff are aware of how to evacuate from the building
 | * Ensure equipment and services including gas equipment, fire safety related equipment, water hygiene testing and lifting equipment have been inspected/tested as necessary.
* Seek advice from the air conditioning engineers whether any adjustments are required to the system in line with COVID-19 guidance.
* Fire emergency procedures are reviewed as necessary and a fire drill is carried out shortly after return to school.
* Head teacher regularly monitors and reviews the effectiveness of all COVID-19 arrangements in place with SLT/CoG, and if required they are amended as necessary and brought to the attention of all staff.
 | Head teacher/Engie Site ManagerSLTHead teacherHead teacher/SLT/CoG |  |  |
| 14. Deliveries into school | Employees, pupils, contractorsTransmission of COVID-19, illness death, collision with vehicle.  | * Only essential items are ordered.
* Personal non-work-related items are not delivered to school.
* Staff wash their hands before and after handling deliveries
* Wherever possible delivery drivers do not enter the school building.
 | * Speak to suppliers prior to delivery to advise them of expectations on school premises.
* Consider using non-contact deliveries wherever possible.
 | SLTSLT |  |  |
| 15. Aerosol generating procedures (AGPs)CPR/Resuscitation<https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/886668/COVID-19_Infection_prevention_and_control_guidance_complete.pdf> | Employees, pupils, visitors.Transmission of COVID-19, illness death.  | * Identify and document all AGPs which are being undertaken.
* Each AGP is risk assessed and the procedure is documented.
* Staff who carry out any aerosol generating procedure(s) are fully trained in the procedure(s).
* The medical contact for the procedure is consulted if there are concerns around aerosol generating procedures.
* All PPE used for aerosol generating procedures is disposed of as clinical waste.
* Clinically vulnerable employees or those living with a clinically vulnerable employee do not carry out aerosol generating procedures.
* Staff wash their hands before and after carrying out AGPs.
 | * If you are not sure whether a procedure is classed as an aerosol generating procedure confirm with SLT
* The following PPE is worn when undertaking AGPs
* Single use long sleeved gown/coveralls
* Single use FFP face mask (minimum of FFP3 standard)
* Single use disposable gloves
* Eye protection (full face shield or visor – single use or decontaminated between use)
* All staff carrying out aerosol generating procedures receive a face mask face fit test from a competent person.
* Ensure all staff who carry out AGPs are:-
* fully trained in the procedures
* aware of what PPE to wear when carrying out these procedures
* have completed the following training

<https://www.youtube.com/watch?v=kKz_vNGsNhc&feature=youtu.be><https://www.youtube.com/watch?v=oUo5O1JmLH0&feature=youtu.be>Keep a record of this training. * Provide suitable areas near to where the AGPS take place to put on and take off PPE. Provide a mirror and these posters displayed in that area:-
* If wearing gowns use these posters:-

<https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/879103/PHE_COVID-19_Donning_quick_guide_gown_version.pdf><https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/879098/PHE_COVID-19_Donning_gown_version.pdf>* If wearing coveralls use these posters:-

<https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/879101/PHE_Donning_coveralls_guidance_instruction_sheet.pdf><https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/879104/PHE_COVID-19_Doffing_quick_guide_gown_version.pdf>* BAME staff do not undertake aerosol generating procedures.
* When aerosol generating procedures are taking place BAME staff leave the area for at least 20 minutes after the AGP has been carried out.
* **If BAME staff have to be in an area where AGPs are being carried out they should wear an FFP3 face mask for at least 20 minutes.**
 | SLTEmployeesSLTHead teacherSLTSLTSLTSLTHead teacher/Employees |  |  |

**N.B.** Risk Assessment is Continuous Process – Significant Changes to the Work Activity Require a Review of the Assessment