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| **Service and location** |  | **Work activity:** |  | **Date of assessment** |  | **Review Date** |
| GCMS Newcastle |  | School operations |  | August 2020 |  | 2nd October 2020 |
| **Name of Assessor and position** |  | **Approved by (Service Manager)** |  | **Consultation** |  | **Reference Number** |
| Deeanne Smith (H&S Officer)  Susannah Webb (Headteacher) |  | 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.**

**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. Parents do not send children to school as they (or their child) have increased anxieties about returning to school in September 2020  1b. Staff display increased levels of stress / anxiety due to full re-opening of school | .  Children fall further behind in their education and become socially isolated  Staff show uncharacteristic behaviours and struggle at work or show an increase in sickness absence | * Parents have been informed (July 2020) that returning to school for all pupils in September 2020 is mandatory * Staff have identified those pupils deemed anxious/vulnerable * Anxious/vulnerable pupils have had visits to school prior to September to meet key staff and discuss arrangements/processes * The timetable is adapted in the first week back to ensure all pupils have time to re-adjust to school and receive activities to support their mental health * PSHCE lessons in school support the re-building of friendships and social engagement, address and equip pupils to respond to issues linked with COVID-19 and support pupils with approaches to improving their mental well-being * Staff are aware that they can discuss concerns with SLT / Appraiser (consider keeping appraisal coaching pairs where possible the same as previous year) / H&S representative | * Staff to remain vigilant regarding pupils’ mental-health and well-being * Staff to ensure non-attendance at school is followed up quickly and effectively and appropriate support for children and their parents is put in place if children are not attending school due to increased anxieties * Staff to work closely with other professionals as appropriate to support the return to school, including continuing to notify the child’s social worker, if they have one, of non-attendance. * Staff to be aware of children they identify as ‘newly vulnerable’ on their return to school and ensure appropriate support is in place. Additionally, staff may wish to access the free **MindEd** learning platform for professionals ([**https://covid.minded.org.uk**](https://covid.minded.org.uk)**)** with materials on peer support, stress, fear, trauma and bereavement * Refer staff to The Education Support Partnership Free helpline: **08000 562 561** if they need targeted support for mental health and well-being * Staff to be referred to **Occupational Health** and/or meeting with an **HR** representative if needed (e.g. when ‘absence triggers’ from Newcastle Local Authority are hit) | Employees/SLT  Employees/SLT  Employees/  Key workers  Heads of Year  DSLs  SLT  Employees/SLT  SLT  Headteacher |  |  |
| 2a. Adults and pupils classed as **clinically vulnerable or deemed to have comparatively increased risk from COVID-19** in accordance with government guidance.  2b. Members of staff and pupils living with someone classed as clinically vulnerable. | Employees, pupils, household members.  Transmission of COVID-19, illness death. | Employees who are clinically vulnerable/deemed higher risk and have been working from home have been given time to discuss their concerns and been fully briefed and part of the decision-making process about the measures school is putting in place for September  * Support and advice from Newcastle’s HR service has been offered to members of staff who has been working from home and have not yet been in school  Parents/carers of clinically vulnerable pupils (those that remain under the care of a specialist health professional) continue to follow medical advice before returning to school  * Staff/pupils living with someone clinically vulnerable continue to follow medical advice | * 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 deemed to be a high risk * 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. * Staff liaise with parents/carers and follow any additional medical advice for clinically vulnerable pupils attending school. | Employees/ SLT  Employees/SLT  Head teacher/ HR advisor  SLT/ employees |  |  |
| 3. Inadequate social distancing    3. Inadequate social distancing (continued).  3. Inadequate social distancing (continued).    3. Inadequate social distancing (continued). | Employees, pupils, visitors  Transmission of COVID-19, illness death. | * Contact between staff and pupils is reduced as much as possible to maintain social distancing - staff meetings are held in the hall and there are key designated staff work areas: Library, ICT 1, ICT 2, small office and staffroom. * 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 follow school arrangements for COVID-19 at all times. * Children are supervised entering and leaving the building at all times     **Learning areas: School will be divided into form class bubbles – 17 bubbles in total**   * Pupils will be divided into bubbles based on their form class – so bubbles will be no bigger than 32 pupils. * Each bubble will remain in their form class for all lessons and WILL NOT be moving around the school at any time * For ALL subjects (except for PE/Games which will be taught outside) children will remain in their form class. Staff teaching practical lessons (computing, music, art, DT, drama and science) will take a more theoretical approach to their subject: They will teach their subject to a class at the given time on the timetable, but practical activity and the use of equipment and resources will be minimised and gradually re-introduced. * To allow a delivery of a broad curriculum and pastoral support, staff will be able to move across bubbles, following the school timetable for 2020-2021 but will follow strict hygiene and social distancing measures * Pupils will be seated side by side and facing forwards, in designated seats and will only move from their desk when asked to by a member of staff * Pupils will only leave the classroom with permission from a member of staff * Pupils will have their own equipment and in PE/Games each bubble will have their own equipment * Equipment supplied by school will be cleaned between different users * Peripatetic music lessons (NEMCO) will commence in Week 3 for violin, keyboard, drum kit, guitar, singing, wind and brass. Lessons will only take place with a maximum of 2 pupils and take place in the hall to allow for social distancing * Entrance/exit points designated per year group and drop-off and collection times are staggered – 8.30-8.40am (Y5 and Y7) and 3.15 finish – 8.45-8.55am (Y6 and Y8) and 3.20pm finish. The top gate (onto Great North Road) is to remain locked and not used by anyone for access/departure. Staff will greet pupils in the KS2 or 3 yards and will escort classes onto and off the premises at all times * Each Year group will use their own entrances/exits to the building as well as their own toilets. * Each year group will have additional handwashing areas as well as toilets – Y5: form classrooms with sinks + Y5 toilets. Y6: Y6 toilets + Lab 1 and Lab 2. Y7: Y7 toilets + Art Room. Y8: Y8 toilets + FT room * Pupils are supervised to keep apart when in the playground or doing any physical exercise – each bubble will have their own designated space outside and break and lunchtimes times will be staggered – children will eat lunch in their classrooms – cold lunches will be offered initially and hot lunches will be gradually be re-introduced. * Pupils will arrive in school wearing their PE Kit on the days they have PE/Games in order to avoid using the changing rooms * 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 * Large gatherings such as assemblies will not take place * 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 * Unnecessary staff gatherings are avoided * 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. * Face to face non-COVID related training is cancelled until government guidance changes.   **Supporting pupils:**   * Staff support pupils to maintain social distancing – age and developmentally appropriate ways to help pupils understand are used as appropriate. * 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 phones/walkie talkies 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. | * When moving around the school staff maintain social distancing from each other. In the classroom, staff to ensure that they are no less than 1-metre away when giving feedback/support to a pupil for no more than 15 minutes * Posters to be put in place detailing staggered starts / ends of day / duty teams / handwashing points | Employees /SLT  Head teacher  SLT  SLT  Employees/SLT  Employees/SLT        CKS |  |  |
| 4. Poor hygiene practices and sharing of items/ equipment.  **(see section 7 for cleaning areas/equipment in contact with a symptomatic person**).  4. Poor hygiene practices and sharing of items/ equipment (continued).  **(see section 7 for cleaning areas/equipment in contact with a symptomatic person**).  4. Poor hygiene practices and sharing of items/ equipment (continued).  **(see section 7 for cleaning areas/equipment in contact with a symptomatic person**). | Employees, pupils, visitors  Transmission 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 classroom      * 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. * Cleaning routines are in place with City Works to ensure a member of the cleaning team is on site throughout the day. Toilets and door surfaces are cleaned every hour. * 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.   **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 including desks 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/whiteboards are only used by teachers. * Instruments which are in contact with the mouth (recorders, flutes etc) are only used if they belong to the pupil and are labelled to avoid mix up. * Only essential items are taken home by staff or pupils. Exchanging of take-home resources (between staff/pupils or between pupils is limited), and pupil exercise books are not initially taken home by staff until further review | * 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 cleaning frequently touched surfaces /toilets * Parents and carers to be informed of PHE good hygiene practices and asked to reinforce these with children at home. * Parents are made aware that face masks are not mandatory as children are not moving around the school or accessing communal areas, but children can wear masks on arrival/departure from school and at breaktimes. Children should remove facemasks on entering the classroom and place in a sealable bag. A letter informing them of correct use of facemasks is provided and children are aware of the guidance around this. * Staff monitor pupils 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. | SLT  SLT  SLT  Head teacher      Employees/SLT  Head teacher  Employees  SLT to monitor  Employees  SLT/ Building Cleaning  SLT  Employees/SLT |  |  |
| 5. Working with SEND children | Employees, pupils, visitors  Spitting, 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 | * 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. | JK  JK/MG  JK/MG |  |  |
| 6. Pupil/ member of staff with COVID-19 symptoms.  Symptoms currently identified as:   * fever (37.8oC or above) * new continuous cough * shortness of breath * loss of taste or smell (anosmia)   6. Pupil/ member of staff with COVID-19 symptoms (continued). | Employees, pupils, visitors  Transmission 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 14 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 (following change from 7 days to 10 in government announcement on 30.7.2020) 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.** * 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 (Lab 1) 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 bn 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 [**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. Head teacher liaises with local Health Protection Team: COVID CONTROL TEAM at: bit.ly/3frSiue. School to also inform the local Health Protection Team if a member of staff/pupil has exhibited symptoms whilst at school if the team haven’t already contacted the school) on **0300 303 8596 (option 1) if and follow their guidance. The Health Protection Team will work with the school to guide them through the action needed, which will be to identify and send home those people who have been in close contact with the person who has tested positive.** * Employees to be informed of and follow the return to work (school) procedure if they have been exhibiting symptoms of COVID-19. * 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. * Head teacher informs of any pupils (without publishing individual pupils’ names) who have tested positive for COVID-19 to Promise Board Rep. * 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/  SLT  Employees/SLT  Employees/SLT  SLT  Employees/ SLT |  |  |
| 7. Incorrect use of/lack of PPE.  7. Incorrect use of/lack of PPE (continued). | Employees, pupils, visitors  Transmission 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 Health  SLT  SLT  SLT  Employees  Employees |  |  |
| 8. 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 classroom doors * Fire drill taken place with pupils in Week 1 | * Further fire drills to take place in week 2 or 3 and during term 1 to ensure pupils and staff evacuate quickly and safely | Head  Teacher / Fire Safety Officer (DS) |  |  |
| 9. Unsafe/ violent/ aggressive / behaviour (e.g. intentional spitting, refusing to adhere to social distancing etc.). | Employees, pupils, visitors  Transmission of COVID-19, illness death. | * Where pupils wilfully fail to follow school rules regarding COVID-19, appropriate sanctions are taken in accordance with the school behaviour policy. * Incidents involving violent/aggressive behaviour including spitting are reported to the Promise Board Rep. * Risk assessments are in place for pupils with known challenging behaviour and are reviewed as necessary. | * Review behaviour policy and amend as appropriate with any changes to expectations, rewards and sanctions in place re: COVID-19 including social distancing, no spitting or deliberately coughing. * Revised policy is communicated to pupils, parents and staff. * 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 | Head teacher  Head teacher  All staff  Head teacher/ CoG/ Governing Body |  |  |
| 10. Use of transport | Employees, pupils, visitors  Transmission of COVID-19, illness death. | * Travel Care Team have written to travel providers to ensure that suitable arrangements for managing COVID-19 are in place. Further guidance | * Employees/parents/carers to be made aware of the guidance on the use of public transport <https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers> and have been encouraged to walk or cycle to school - if public transport is used, then pupils 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 (provided by parents). | Staff |  |  |
| 11. Home visits | Employees, pupils, parents/carers  Transmission 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 maintained at all times and staff do not enter pupil’s 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 |  |  |
| 12. 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. * 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 maintain social distancing at all times. * 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 teacher  SLT  SLT  Headteacher  Head  teacher  Head teacher  Head teacher and site manager  (Engie) |  |  |
| 13. Inadequate first aid arrangements | Employees, pupils, visitors  Transmission 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 |  |  |
| 14. Inadequate premises management. | Employees, pupils, visitors.  Gas inhalation, carbon monoxide poisoning, smoke inhalation, Legionnaire’s disease, lift crush/fall from height injury etc, death. | * The school building is ready for full re-opening for pupils in September * 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 Manager  SLT  Head teacher  Head teacher/  SLT/CoG |  |  |
| 15. Deliveries into school | Employees, pupils, contractors  Transmission 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. | SLT  SLT |  |  |
| 16. Outbreak of COVID-19 (two or more confirmed cases within 14 days. | Employees, pupils, visitors  Transmission of COVID-19, illness death. | * Head teacher liaises with Newcastle’s COVID CONTROL TEAM at: bit.ly/3frSiue as well as the local public health protection team (if they haven’t already contacted the school) on 0300 303 8596, option 1 who will advise if additional action is required - e.g. they may recommend that a larger group of pupils self-isolate as a precautionary measure. * If an outbreak in school is confirmed a mobile testing unit may be dispatched to test others who may have been in contact with the person who has tested positive. Testing will first focus on pupil’s class, followed by year group, then the whole school if necessary | * Where a larger number of pupils need to self-isolate, remote learning will be in place for them | SLT / Employees |  |  |
| 17. Local Area sees a spike in infection rates that results in localised community spread | Employees, pupils, visitors  Transmission of COVID-19, illness death | * On the advice of the local public health protection team, school (including others in the local area) may close temporarily to some year groups to help control transmission or close to all pupils (and is only open for vulnerable children and children of key workers). | * **School continues to improve the quality of the existing remote learning offer and ensures it is in place for all pupils** | Head  teacher/  /SLT  Employees |  |  |
| 18. 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.** | SLT  Employees  SLT  Head teacher  SLT  SLT  SLT  SLT  Head teacher/  Employees |  |  |

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