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| --- | --- | --- | --- | --- | --- | --- |
| **Service and location** |  | **Work activity:**  |  | **Date of assessment** |  | **Review Date** |
| GCMS Newcastle |  | School operations  |  | September 2021 |  | October 1st 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.**

**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
* 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
 | 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). | 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.
* 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

Full supervision of pupils during movement between classes and during unstructured times.* 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 – for KS2 parents are permitted to come into the yard in order to avoid bottle necks/crowding at the gate

**Supporting pupils:*** 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.
 |  | Employees /SLTHead teacherSLTSLTEmployees/SLT |  |  |
| 3. Poor hygiene practices3. 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 sanitise their hands immediately on arrival at each 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.
* Parents are made aware that face masks are provided and wearing a mask for all pupils is actively supported both when moving around the building and in the classroom.
* Cleaning routines are in place with City Works to ensure thorough cleaning of touchpoints and toilets twice daily.

**Cleaning practices: -*** Work areas are kept clean
* 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.
 | * 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.
 | SLTSLTSLTHead teacherEmployees/SLTHead teacherEmployeesSLT to monitorEmployeesSLT/ Building Cleaning |  |  |
| 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 Manage spread of confirmed cases of coronavirus in the community | Employees, pupils, visitorsTransmission of COVID-19, illness death.  | * Communicate regularly to staff, parents/carers that they must [book a test](https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested) (PCR) if they or a student is displaying the main 3 symptoms of COVID (or some of the more widely attributed symptoms of COVID).
* If someone who has attended the setting has tested positive, procedures will be followed to notify a positive COVID case.
* Pupils and staff members who record a positive LFD or PCR test should let School know immediately
* All are required to report the test result via the NHS Online reporting system for both negative, void and positive test results. NHS Test & Trace will contact those who test positive – or their parent or legal guardian – to identify close contacts
* NHS Test & Trace will contact those who test positive – or their parent or legal guardian – to identify close contacts. They will ask a series of specific questions to help the individual understand what is meant by a close contact, making it easier for them to be identified. Please note that being in a setting with an individual who has tested positive for COVID-19 will not necessarily mean a person is identified as a close contact. We expect there to be a very small number of close contacts on average for each case.

 From 16 August 2021:* If students under 18y 6m or a fully vaccinated adult at the point when you have close contact with a positive case, will be exempt from any legal requirement to self-isolate when identified as a close contact. Individuals will instead be advised to take a PCR test as soon as possible. **Individuals may wish to minimise social contact whilst waiting for the results of a PCR test but will not be legally required to self-isolate.** This will also apply to anyone aged under 18 and 6 months who is identified as a contact.
* Close contacts will be identified directly by NHS Test and Trace and education and childcare settings will no longer be routinely involved in contact tracing. Pupils who record a positive LFD or PCR test should let School know immediately and all are required to report the test result via the NHS Online reporting system.
* Children who are aged under 5 years old who are identified as close contacts would only be advised to take a PCR test if the positive case is within their own household.
* Students, staff and other adults should follow public health advice on when to self-isolate and what to do. They should not come into school if they have symptoms, have had a positive test result or other reasons requiring them to stay at home due to the risk of them passing on COVID-19 (for example, they are required to quarantine). [https://www.nhs.uk/conditions/coronavirus-covid-19/self- isolation-and-treatment/when-to-self-isolate-and-what-to-do/](https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/)
* Schools must contact PHE if there is e.g. an outbreak within school.
* PHE team may also contact school directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended – as identified by NHS Test and Trace.

 ***NB - school should not request evidence of negative test results or other medical evidence before admitting students or welcoming them back after a period of self-isolation.*** |  | SLT/Office Staff |  |  |
| 5. ii Manage spread of confirmed cases of coronavirus in the community |  | **Asymptomatic Testing** Yr 7 and Y 8 students and staff to carry out LFT twice on their return to school, as well as continue with the routine of twice weekly testing until at least the end of September. KS3 pupils all staff will undertake voluntary asymptomatic testing, at home every Wednesday and Sunday- test kits will be provided- and results submitted to testregister.Testing is voluntary - any pupils/ staff not undergoing testing can attend school.Those with a negative LFD test result can continue to attend school unless they have individually been advised otherwise by NHS Test and Trace or Public Health professionals.All vaccinated staff/ students should continue to participate in asymptomatic testing and if they should develop symptoms arrange to have a PCR test. | Regularly review testregister to monitor complianceRegularly issue staff and pupils with test kitsRegularly order test kits to | SLT/Office staff |  |  |
| 5. iii Manage spread of confirmed cases of coronavirus in the community |  | If e.g. an outbreak occurs (in line with government and PHE advice on numbers of cases considered to be an outbreak) – School may revert back to their Risk Assessments from Summer term 2021.**Appendix A Outbreak Management plan**School will implement measures in this plan in response to recommendations provided by our local authority (LA), the director of public health , Public Health England (PHE) our local health protection teams or by following government guidance.These measures will be implemented to help prevent the spread of infection within our school settings, to manage a COVID-19 outbreak, to react to high COVID-19 infection rates in the community or when all measures in place are still failing to reduce risk and infection. Should an outbreak in School be identified, the school will take further advice from PHE. Actions may be:* A more intense deep clean.
* Introduction and / or partial closure of Year group bubbles.
* Isolation of identified children or staff members.

 **Reaction to high infection rates** School will ensure that they are up to date with infection records and the latest guidance in the local area. If contacted by PHE or the LA regarding a high level of infection in the local community the following actions may be recommended:* Reintroduction of face coverings for staff and students in communal areas and classrooms.
* Trips and outings in the area are limited or stopped completely for all children.
* Events and cross bubble activities are postponed.
* Visitors are not permitted onto the School site unless essential to a child’s development or wellbeing or to manage an essential need (ie. site maintenance).
* Clinically extremely vulnerable (CEV) people are advised, to think particularly carefully about the additional precautions they can continue to take and if required, an individual risk assessment conducted.

**Following high levels of risk and infection**Attendance restrictions will only be used as a last resort and we would move to high-quality remote education without delay. |  |  |  |  |
| 6. 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 |  |  |
| 7. 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) |  |  |
| 8. 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 |  |  |

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

Appendix A : COVID-19: Outbreak Management Plan

September 2021

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| **When should my child self-isolate or miss school?** | **NO** | * **All children MUST attend school unless they are ill.**
* **From 16th August 2021, children under 18 (or double-vaccinated adults) do not need to self-isolate or miss school if a member of their household or a contact, has Covid.**
* **Instead, they will need to book a PCR test but can continue coming to school so long as they have no symptoms and the test result is negative.**
 |
| Check Mark PNG High Quality Image | PNG All**YES** | * **If your child develops Covid symptoms at home, they should stay at home and should book a PCR test - NOT a Lateral Flow test.**
* **If your child develops Covid symptoms at school, they will be sent home and you should book them a PCR test.**
* **If your child tests positive for Covid, they will need to self-isolate. The rest of the household does not need to self-isolate if they are under 18 or fully vaccinated. They should book a PCR test.**
 |

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| --- | --- | --- |
| **Community****Covid Risk** | **Description** | **Actions** |
| House Icon Flat Design minimalist flatdesign icon portrait work illustration art vexel vector illustrator**Low Community Transmission. No School Cases.** | * There have been no cases of Covid within school for 10 school days.
* Cases of Covid locally are low and/ or stable.
* Hospitalisation/deaths due to Covid nationally are low.
 | No Covid measures are necessary beyond:* Reminding children of good hand-hygiene.
* Ensuring good ventilation encouraged where practical.
* Ensuring children/staff to stay at home if they have Covid symptoms (and to book a PCR test).

Staff and KS3 pupils will be asked to continue to test themselves using Lateral flow tests until the end of September. |
| City icon night illustration vector icon city**Rapidly Rising Community Transmission**  | * No current Covid cases have been recorded at school, but…
* Cases of Covid are rising rapidly in the community causing disruption to other local schools.
* Newcastle Public Health / Public Health England issue warnings of expected local/ national infection wave.
 | * Ventilation of classrooms increased & hand-washing supervised.
* Large indoor public performance audience numbers reduced.
* Staff-room capacity is reduced.
* Whole-school assemblies are replaced with Key Stage assemblies.
* Clinically Vulnerable staff meet with Line-Managers to review their individual risk assessment & discuss additional protection (e.g. use of face coverings, reduction in movement between classes/ groups).
 |

|  |  |  |
| --- | --- | --- |
| **Number of Cases:** | **Description:** | **Actions:** |
| Person Icon**A single child tests Positive** | * A single child tests positive for Covid in a class.
* There are fewer than 5 cases in the year group.
* No other year groups are affected.
 | * The child self-isolates for 10 days. Remote learning will be provided if they are well enough to complete this.
* The parents of the child are contacted directly by NHS Track and Trace to establish likely contacts.
* Likely contacts will be contacted by NHS Track & Trace and advised to book at PCR Test. The school will contact parents to advise this if close contacts are known.
* **Children do not need to miss school or self-isolate whilst they wait for the result of the PCR test unless they have Covid Symptoms.**
 |
| People group avatar character Royalty Free Vector Image**5 children or staff within a year group test positive within 10 days of each other.****OR****3 children or staff in a single class/ Club within 10 days.** | * There have been 5 cases of Covid across a year group within 10 days which could mean that Covid is spreading within that group of children/staff.
 | * As above for each positive case.
* The school will discuss the outbreak with Newcastle Public Health and agree strengthening protective measures for 10 school days, including:
	+ Re-introducing staff face masks for corridors & communal areas.
	+ Adapting, limiting or postponing indoor sporting events, trips, open days and performances.
	+ Reverting to assemblies in classrooms.
	+ Reverting to bubbles.
	+ Reducing the amount of classes staff work across.
	+ Resuming twice-weekly staff lateral flow testing.
 |
| Flat society members with a large group men Vector Image**Covid cases continue to increase rapidly within a 10 day period.** | * Despite the measures indicated above, Covid cases within the school continue to rise within a 10 day period with multiple classes and staff affected, suggesting that Covid is spreading widely throughout the school.
 | * Meeting held between school and Newcastle Public Health to agree further measures, for a further 10 school days. This could include: -
	+ Reverting to class-based lunches.
	+ Limiting all non-essential visitors
	+ Postponing all non-essential events.
	+ **Re-introducing remote learning for individual classes for 10 school days.**
 |

**The school will inform parents of any changes to Covid measures should these be needed.**