

## Coronavirus Risk Assessment

Assessment conducted by: Rebecca Whelan	Job title: Principal	Covered by this assessment: <b>staff, governors, parents, volunteers and visitors.</b>
Date of assessment: Initial assessment: 13.03.20 Updated: 22.05.20, 28.05.20, 03.06.20, 18.08.20, 07.09.20, 21.09.20	Review interval: On-going	Date of next review:01.10.20

Related documents				
Infection Control Policy, Ill Health and Infectious Disease Risk Assessment, First Aid Policy, Exam Contingency Plan, Business Continuity Plan, Supporting Students with Medical Conditions Policy, COSHH Policy, Administering Medication Policy, Pupil Confidentiality Policy, Staff and Volunteer Confidentiality Policy, Records Management Policy, Data Protection Policy, Security Policy, Behavioural Policy, Staff Code of Conduct.				
Risk rating		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	<b>Major</b> Causes major physical injury, harm or ill-health.	High (H)	H	Medium (M)
	<b>Severe</b> Causes physical injury or illness requiring first aid.	H	M	Low (L)
	<b>Minor</b> Causes physical or emotional discomfort.	M	L	L

**For the purpose of this risk assessment, we have used the term ‘coronavirus’ to refer to coronavirus disease 2019 (COVID-19).**

**Covid-19 is a new illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal.**

This is **Risk Assessment** for dealing with the current Covid-19 situation in the workplace. It is not likely to cover all scenarios.

To keep up to date with HSE advice to workplaces in this fast changing situation visit [www.hse.gov.uk](http://www.hse.gov.uk)

**This risk assessment reflects local arrangements and school will not close unless advised to do so.**

Area for concern	Risk rating prior to action H/M/L	Recommended Controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Awareness of policies and procedures	H	<ul style="list-style-type: none"> <li>• All staff, students, parents, governors, visitors and volunteers are aware of all relevant policies and procedures including, but not limited to, the following:               <ul style="list-style-type: none"> <li>- Health and Safety Policy</li> <li>- Infection Control Policy</li> <li>- First Aid Policy</li> </ul> </li> <li>Access to these is made available via the shared area and the school website.</li> <li>• All staff have regard to all relevant guidance and legislation including, but not limited to, the following:               <ul style="list-style-type: none"> <li>- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013</li> <li>- The Health Protection (Notification) Regulations 2010</li> <li>- Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'</li> <li>- DfE and PHE (2020) 'COVID-19: guidance for educational settings'</li> </ul> </li> <li>• The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training.</li> <li>• The school keeps up-to-date with advice issued by, but not limited to, the following:               <ul style="list-style-type: none"> <li>- DfE</li> </ul> </li> </ul>	Y	Principal	March 2020	M

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		<ul style="list-style-type: none"> <li>- NHS</li> <li>- Department for Health and Social Care</li> <li>- PHE</li> <li>- The school's local health protection team (HPT)</li> <li>• Staff are made aware of the school's infection control procedures in relation to coronavirus via email and contact the school as soon as possible if they believe they may have been exposed to coronavirus.</li> <li>• Parents are made aware of the school's infection control procedures in relation to coronavirus via letter and social media – they are informed that they must contact the school as soon as possible if they believe their child has been exposed to coronavirus.</li> <li>• Students were originally made aware of the school's infection control procedures in relation to coronavirus via an assembly PowerPoint delivered in tutor sessions and are informed that they must tell a member of staff if they feel unwell. Students will be updated as part of tutor induction sessions and a virtual welcome back assembly.</li> <li>• The Staff and Volunteer Confidentiality Policy and Pupil Confidentiality Policy are followed at all times – this includes withholding the names of staff, volunteers and students with either confirmed or suspected cases of coronavirus.</li> <li>• Students returning to school following a period of absence due to the pandemic must be aware of the procedures in place and supported to understand these.</li> <li>• Reminders will be given to students throughout the day. Staff encouraged to set reminders using timers to encourage regular handwashing.</li> <li>• Staff will be advised to wear face masks/visors should the Government recommend this for special school settings.</li> </ul>				

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		<ul style="list-style-type: none"> <li>• Staff will be advised to wear face coverings when accessing communal parts of school such as corridors, reception areas etc.</li> <li>• Staff will have access to relevant training in relation to the effective use of PPE, Infection Control and Hygiene.</li> <li>• Staff supporting students with their intimate care needs will be instructed to wear face masks, aprons and gloves and dispose of these after use.</li> <li>• Visitor Risk Assessment in place and specific guidance shared with any new visitors.</li> <li>• The number of visitors is restricted and only to be approved by SLT. Specialist support services will be given priority and parents will be informed of visits.</li> </ul>				
Poor hygiene practice	<b>H</b>	<ul style="list-style-type: none"> <li>• Posters are displayed throughout the school reminding students, staff and visitors to wash their hands, e.g. before entering and leaving the school. Additional posters have been displayed in reception areas, reminding visitors to wear face coverings.</li> <li>• Students, staff and visitors are encouraged to wash their hands with soap or alcohol-based sanitiser (that contains no less than 60 percent alcohol) and follow infection control procedures in accordance with the DfE and PHE's guidance.</li> <li>• Sufficient amounts of soap (or hand sanitiser where applicable), clean water and paper towels are supplied in all toilets and kitchen areas.</li> <li>• Bar soap is not used, in line with the Infection Control Policy – liquid soap dispensers are installed and used instead.</li> <li>• Portable hand sanitisers will be made available if required.</li> <li>• Students are supervised by staff when washing their hands to ensure it is done correctly, where necessary.</li> </ul>	<b>Y</b>	<b>Principal Facilities and Premises Manager</b>	<b>March 2020</b>	<b>M</b>

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		<ul style="list-style-type: none"> <li>• Students are discouraged from sharing cutlery, cups or food. Employees and students to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels.</li> <li>• Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the workplace.</li> <li>• Lidded bins to be positioned in all areas of the school for staff and students to dispose of used tissues, PPE and wipes. Staff to be reminded of their use via email. Bins to be labelled as a reminder.</li> </ul> <p><b>Posters to be displayed and all staff and students to be shown handwashing videos on correct handwashing procedures</b></p> <p><a href="https://e-bug.eu/eng_home.aspx?cc=eng&amp;ss=1&amp;t=Information%20about%20the%20Coronavirus">https://e-bug.eu/eng_home.aspx?cc=eng&amp;ss=1&amp;t=Information%20about%20the%20Coronavirus</a></p> <ul style="list-style-type: none"> <li>• <b>Hand sanitizers will be located</b> near and around high-touch surfaces and communal areas, including: Entrances and exits.</li> <li>• Wall mounted sanitizers are ideal however in other locations where the sanitizer is to be shared a pump lockable bottle will be used.</li> <li>• Flip top bottles are intended for single person use and should be stored out of reach of children as there is a risk of potential accidentally poisoning due a child swallowing the sanitizer). The lockable pump bottles can be refilled as required.</li> <li>• All cutlery and cups are thoroughly cleaned before and after use and delivered to classrooms in tubs by one member of staff.</li> </ul>				

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		<ul style="list-style-type: none"> <li>• Cleaners are employed by the school to carry out daily, thorough cleaning that follows national guidance and is compliant with the COSHH Policy and the Health and Safety Policy. Additional cleaning support is to be made available during the day to ensure surfaces such as door handles are regularly wiped. Staff also have access to sterile wipes for the regular cleaning of work areas and student desks.</li> <li>• The Facilities and Premises Team have a rota in place for sterile fogging.</li> <li>• The Facilities and Premises Manager arranges enhanced cleaning to be undertaken where required – advice about enhanced cleaning protocols is sought from the local HPT.</li> <li>• Cleaning checklist to be placed in each classroom and cleaners to be directed to adhere to this. The checklist is to be monitored by the Facilities and Premises Team.</li> </ul>				
Ill health	H	<ul style="list-style-type: none"> <li>• Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing and high temperature, and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus.</li> <li>• Thermometers that can detect temperatures without touch have been purchased and will be used if a staff member of students presents with a temperature.</li> <li>• Any pupil or member of staff who displays signs of being unwell, such as having a cough, fever or difficulty in breathing, and believes they have been exposed to coronavirus, is immediately referred to the Principal (or Vice Principal) or Head of Human Resources.</li> <li>• Where the designated staff are unavailable, staff act in line with the <b>Infection Control Policy</b> and ensure that any unwell students are moved to a quieter area of the school, away from others, and are</li> </ul>	Y	Head of HR Principal	March 2020	M

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		<p>supervised at all times. A room has been designated close to the main reception area for ease of collection.</p> <ul style="list-style-type: none"> <li>• The relevant member of staff calls for emergency assistance immediately if students' symptoms worsen.</li> <li>• The parents of unwell students are informed as soon as possible of the situation by a relevant member of staff.</li> <li>• Where contact with a pupil's parents cannot be made, appropriate procedures are followed in accordance with those outlined in governmental guidance and the Infection Control Policy.</li> <li>• Unwell students who are waiting to go home are kept in an area where they can be at least two metres away from others.</li> <li>• Areas used by unwell staff and students who need to go home are appropriately cleaned once vacated.</li> <li>• If unwell students and staff are waiting to go home, they are instructed to use different toilets to the rest of the school to minimise the spread of infection.</li> <li>• Any students who display signs of infection are taken home immediately, or as soon as practicable, by their parents – the parents are advised to contact NHS 111 immediately or call 999 if the pupil becomes seriously ill or their life is at risk.</li> <li>• Any members of staff who display signs of infection are sent home immediately and are advised to contact NHS 111 immediately or call 999 if they become seriously ill or their life is at risk.</li> <li>• Any medication given to ease the unwell individual's symptoms, e.g. paracetamol, is administered in accordance with the Supporting Children and Young People with Medical Conditions Policy.</li> </ul>				

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		<ul style="list-style-type: none"> <li>• Details of any child or staff member who potentially has symptoms or illness that could potentially be COVID related needs to be shared and discussed with the Public Health Nurse immediately.</li> <li>• Susan Turner-Jones 07741186119 <a href="mailto:susan.turner-jones@nhs.net">susan.turner-jones@nhs.net</a> To be updated with new details once we receive them</li> <li>• If not available ring Newcastle Hub 03003038596</li> <li>• The Academy can refer essential workers for testing if they are self-isolating because either they or member(s) of their household have coronavirus symptoms.</li> <li>• They can do this by uploading the names and contact details of self-isolating essential workers to secure employer referral portal.</li> <li>• Referred essential workers will then receive a text message with a unique invitation to book a test for themselves (if symptomatic) or their symptomatic household member(s) at a regional testing site.</li> <li>• To get a login to the employer referral portal, employers of essential workers should email <a href="mailto:portalservicedesk@dhsc.gov.uk">portalservicedesk@dhsc.gov.uk</a> with the following information: <ul style="list-style-type: none"> <li>-Organisation name</li> <li>-Nature of the organisation's business</li> <li>-Region</li> <li>-Names (where possible) and email addresses of the 2 users who will load essential worker contact details. (2 users -Principal and Head of HR)</li> </ul> </li> </ul> <p>Once employer details have been verified, 2 login credentials will be provided for the employer referral portal.</p>				
Spread of infection	<b>H</b>	<ul style="list-style-type: none"> <li>• Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with the Infection Control Policy, using PPE and yellow sacks at all times.</li> </ul>	<b>Y</b>	<b>Facilities and Premises Team</b>	<b>March 2020</b>	<b>M</b>



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		<ul style="list-style-type: none"> <li>• Parents are informed via letter and text message not to bring their children to school or on the school premises if they show signs of being unwell and believe they have been exposed to coronavirus.</li> <li>• Staff and students do not return to school before the minimum recommended exclusion period (or the 'self-isolation' period) has passed, in line with the Infection Control Policy and local and national guidance.</li> <li>• Staff or pupils experiencing symptoms must self-isolate for at least <b>10 days</b> from when the symptoms started, not 7 days.</li> <li>• School Trips are currently not taking place. Students who are unwell are not taken on school trips or permitted to enter public areas used for teaching, e.g. swimming pools.</li> <li>• A record is kept of students with impaired immune system or a medical condition that means they are vulnerable to infections. Pupil profiles are kept up-to-date and parents are asked to notify staff of any changes to their health.</li> <li>• The school nurse, in liaison with individuals' medical professionals where necessary, reviews the needs of students who are vulnerable to infections.</li> <li>• Any additional provisions for students who are vulnerable to infections are put in place by the Principal, in liaison with the pupil's parents where necessary.</li> <li>• Weekly welfare checks/regular home-school contact is made to ensure the school has up-to-date information relating to families.</li> <li>• Parents and carers are reminded via letters, school website and Twitter that they must adhere to Government advice. If school becomes aware that this is not being followed students will be advised not to attend the school site.</li> </ul>		<p><b>Principal</b></p> <p><b>Vice Principal</b></p>		

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		<ul style="list-style-type: none"> <li>• Digital Visitor System to be in place to ensure the tracking of all staff and visitors to each building on site. The Digital Visitors System is to be wiped in between use.</li> <li>• Equipment must be cleaned before and after use. No soft material resources to be used. Soft furnishings to be removed.</li> <li>• Excessive equipment and unnecessary items to be put out of the way of students.</li> <li>• Individual work stations to be set up with a 2m distance.</li> <li>• Groups/ 'bubbles' of students to not mix with other students throughout the day.</li> <li>• Classroom doors and windows to be open for ventilation. Air con systems to be turned off – awaiting further guidance.</li> <li>• Lidded pedal bins to be placed in each classroom for tissues.</li> <li>• All doors to be kept open, except fire doors. Staff and students encouraged to use their elbow to press the release mechanism.</li> <li>• Hand wipes to be made available for students who struggle to wash their hands.</li> <li>• Staff room to remain closed to all staff. Staff to stay in bubbles for their break, make use of outdoor spaces or use their car. Staff encouraged to bring their own food and drink.</li> <li>• Water fountains turned off.</li> <li>• Only one staff member in the work room at any one time.</li> <li>• Student shared spaces closed – common room, dining hall, quiet room, sports hall etc.</li> <li>• Student toilets to be monitored so that there is only ever one student in at a time.</li> <li>• Regularly touched surfaces should be cleaned regularly using bleach* or detergents, this may include touch screens, door handles, bannisters, desks, seats, light switches, toilets, sinks etc. – <b><i>addition cleaning support during the day 10-1pm. This to continue in the autumn term.</i></b></li> </ul>				

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Poor management of infectious diseases	H	<ul style="list-style-type: none"> <li>• Everyone is instructed to monitor themselves and others and look out for similar symptoms if a pupil or staff member has been sent home with suspected coronavirus.</li> <li>• Staff are vigilant and report concerns about their own, a colleague's or a pupil's symptoms to the Senior Leadership Team.</li> <li>• The school is consistent in its approach to the management of suspected and confirmed cases of coronavirus.</li> <li>• The Principal is informed by students' parents when students return to school after having coronavirus – the Principal informs the relevant staff.</li> <li>• Staff inform HR and/or the Principal when they plan to return to work after having coronavirus.</li> <li>• The Facilities and Premises Manager monitors the cleaning standards of school cleaning contractors and discusses any additional measures required with regards to managing the spread of coronavirus.</li> <li>• Staff are on the rota in teams (bubbles) to reduce the impact of cross-contamination.</li> <li>• Students are grouped according to transport groups to reduce the number of people they will come into contact with. (Summer Term)</li> <li>• Students are grouped according to their tutor groups to reduce the number of people they will come into contact with. (From September)</li> </ul>	Y	<p style="text-align: center;"><b>Chief Executive</b></p> <p style="text-align: center;"><b>Principal</b></p> <p style="text-align: center;"><b>HR</b></p> <p style="text-align: center;"><b>Facilities Manager</b></p>	<p style="text-align: center;"><b>March 2020</b> <b>On-going</b></p>	M
Lack of communication	H	<ul style="list-style-type: none"> <li>• School staff report immediately to the Principal about any cases of suspected coronavirus, even if they are unsure.</li> <li>• The Principal liaises directly with the Chief Executive.</li> <li>• The Principal contacts the local HPT immediately about any suspected cases of coronavirus, even if they are unsure, and discusses if any further action needs to be taken.</li> </ul>	Y	<p style="text-align: center;"><b>Chief Executive</b></p>	<p style="text-align: center;"><b>March 2020</b></p>	M

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		<ul style="list-style-type: none"> <li>• Schools put into place any actions or precautions advised by their local HPT.</li> <li>• Schools contact their local Health Protection Team (HPT) for specific recommendations for their school, e.g. boarding schools.</li> <li>• Susan Turner-Jones 07741186119 <a href="mailto:susan.turner-jones@nhs.net">susan.turner-jones@nhs.net</a></li> <li>• North East Health Protection Team:  0300 3038596 or 0191 2697714 (out of hours)</li> <li>• School reports any confirmed cases to the DfE helpline 0800 046 8687 and selecting the option 'reporting a positive case' Lines are open Mon-Fri 8am-6pm and 10am-4pm on Saturdays and Sundays.</li> </ul> <p>Further information on health protection and communicable diseases can be found on <a href="#">NHS</a> and <a href="#">Government</a> websites.</p> <ul style="list-style-type: none"> <li>• Schools keep staff, students and parents adequately updated about any changes to infection control procedures as necessary.</li> <li>• The Principal/Chief Executive contact the DfE helpline number.</li> </ul>		<p style="text-align: center;"><b>Principal</b></p> <p style="text-align: center;"><b>HR</b></p>	<p style="text-align: center;"><b>On-going</b></p>	
Disruption to the running of the school and exams	<b>H</b>	<ul style="list-style-type: none"> <li>• The school has an up-to-date Exam Contingency Plan in place – the plan is reviewed as necessary.</li> <li>• The school has an up-to-date Business Continuity Plan in place – the plan is reviewed as necessary.</li> <li>• The school adheres to and keeps up-to-date with the latest local and national advice about school closures – advice is sought from the local HPT or DfE helpline where required.</li> </ul>	<b>TBC</b>	<b>Exams Officer</b> <b>Principal of Sixth Form</b>	<b>March 2020</b>	<b>M</b>
Preparing for a school closure	<b>H</b>	<ul style="list-style-type: none"> <li>• The school communicates with parents via letter and text message as soon as possible about a school closure, the cancellation of any school trips or extra-curricular activities and plans for re-opening.</li> </ul>	<b>YES</b>	<b>Principal</b> <b>Principal of Sixth Form</b>	<b>March 2020</b>	<b>L</b>

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		<ul style="list-style-type: none"> <li>• Students are informed via tutors about the school closure and what is expected of them should they need to work from home.</li> <li>• The Principal puts a plan in place to manage staff workload during school closure and during the re-opening phase. Support is offered for staff to manage their own wellbeing.</li> <li>• The Principal puts a plan in place for students' continued education during a school closure to ensure there is minimal disruption to students' learning – this includes a plan to monitor students' learning while not in school.</li> <li>• The Behavioural Policy and Staff Code of Conduct are adhered to at all times, even while working remotely.</li> <li>• Communication lines are kept open between staff during a school closure – staff know to report to their line manager if there is an issue.</li> <li>• The Principal ensures all students have access to school work and the necessary reading materials at home, prior to a school closure.</li> <li>• The Principal works with the ICT technicians to ensure that all technology used is accessible to all students (where appropriate) – alternative arrangements are put in place where required.</li> <li>• The Principal liaises with the relevant organisations to ensure adequate provision is in place for all students to be able to work from home, e.g. learning support for Looked After Children</li> <li>• The Facilities and Premises Manager arranges for the school to be deep cleaned in the event there is a school closure.</li> <li>• The school manages the use of parents' and students' contact details in line with the Data Protection Policy and Records Management Policy, e.g. collecting emails to send school work to the pupil.</li> </ul>		<p><b>IT Team</b></p> <p><b>Facilities Manager</b></p>		

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Preparing for the Re-Opening of Schools	H	<ul style="list-style-type: none"> <li>• Provision is preliminary made for vulnerable students and those children of critical workers.</li> <li>• Over time, the provision is increased, with students accessing specific areas of the school.</li> <li>• Weekly communication is shared via email and text message to parents and carers.</li> <li>• The school communicates with parents via letter and text message as soon as possible about any plans to reopen the school. Information is also shared via the School website and Twitter</li> <li>• The Principal alongside ELT puts arrangements in place for staggered entry and exit times to the building.</li> <li>• The Principal ensures communication with the transport service as early as possible. The Principal to seek reassurance from the Transport service with regards to their procedures to ensure social distancing and robust hygiene. Communication with the transport team regarding this issue is ongoing.</li> <li>• Arrangements are made to ensure students accessing specific areas of school at any one time are reduced.</li> <li>• Handwashing and hand gel will be readily available upon entry to the site.</li> <li>• The Principal puts a plan in place to manage staff workload during the re-opening phase. Support is offered for staff to manage their own wellbeing.</li> <li>• The Principal puts a plan in place for those students' who continue to be home educated so that there is minimal disruption to students' learning – this includes a plan to monitor students' learning while not in school.</li> <li>• The Behavioural Policy and Staff Code of Conduct are adhered to at all times, even while working remotely. The Trust Behaviour Policy and Academy Guidelines are updates in light of COVID-19.</li> <li>• Staff supporting students with unpredictable or challenging behaviours to have access to or to carry gloves and apron in</li> </ul>	TBC	Principal Facilities and Premises Finance	June 2020	M

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		<p>pockets / bags to wear in the event of physical intervention being necessary</p> <ul style="list-style-type: none"> <li>• Where emergency physical intervention is used, support colleagues to put PPE on, including face shields if there is a risk of bodily fluid transmission (i.e. spitting) and take over the physical intervention</li> <li>• Communication lines are kept open between staff whether they are on site or continuing to work from home– staff know to report to their line manager if there is an issue.</li> <li>• The Principal works with the ICT technicians to ensure that relevant staff have access to Microsoft Teams. Webcams are placed in communal areas such as the staff room and main hall.</li> <li>• Tissues and suitable places for their disposal are made available in all areas of the school site. Separate pedal bins to be sourced and made available. Bins to be double bagged. Bins to be emptied at the end of each day by the cleaning team.</li> <li>• The Principal liaises with the relevant organisations to ensure adequate provision is in place for all students to be able to return to school e.g. Virtual School for CYPIOC and Transport.</li> <li>• The Facilities and Premises Manager arranges for the school to be regularly deep cleaned and fogged.</li> <li>• The school continues to manage the use of parents' and students' contact details in line with the Data Protection Policy and Records Management Policy, e.g. collecting emails to send school work to the students</li> <li>• A separate room is to be made available for the use of aerosol generating procedure (AGPs)</li> <li>• Staff performing AGPs in these settings should follow PHE's personal protective equipment (PPE) guidance on aerosol generating procedures, and wear the correct PPE, which is: <ul style="list-style-type: none"> <li>• a FFP2/3 respirator</li> <li>• gloves</li> <li>• a long-sleeved fluid repellent gown</li> <li>• eye protection</li> </ul> </li> </ul>				

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		<p>The respirator required for AGPs must be fitted by someone trained to do so. This is known as 'fit testing'. Staff in education and children's social care settings who need support with fit testing should contact the appropriate health lead for the child or young person. This could be through either the Designated Clinical Officer for SEND for support from the local clinical commissioning group, or the lead nursing team at the health provider.</p> <p>Children and young people should be taken from the classroom or shared area for any AGP to be carried out in a designated room with the doors closed and any windows open. If this is not possible, for example in children and young people who require sporadic care, such as urgent tracheostomy tube suction, individual risk assessments should be carried out. In all instances, efforts should be made to:</p> <ul style="list-style-type: none"> <li>• ensure that only staff who are needed to undertake the procedure are present and that no other children or young people are in the room</li> <li>• minimise clutter to make the process of cleaning the room as straightforward as possible</li> <li>• clean all surfaces and ventilate the room following a procedure and before anyone not wearing appropriate PPE enters. Clearance of infectious particles after an AGP is dependent on the ventilation and air change within the room. For a room without ventilation, this may take an hour</li> </ul> <p>The advice we receive comes from the NHS Tees Valley Clinical Commissioning Group            First floor, 14 Trinity Mews            North Ormesby Health Village            Middlesbrough            TS3 6AL            Tel: 01642 263030            Email: tvccg.enquiries@nhs.net</p>				



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Cleaning	H	<ul style="list-style-type: none"> <li>• Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods.</li> <li>• Deep cleaning all classroom prior to school opening and then daily according to cleaning schedule</li> <li>• Regular cleaning of computer, telephones and other hard surface equipment</li> <li>• Once children are back in school, all frequently touched surfaces, equipment, door handles, and toilets used during the day will need to be cleaned thoroughly throughout the day</li> <li>• One of the cleaning staff will be available 10am to 2pm to carry out the above</li> <li>• A tick box cleaning schedule will be produced to ensure all is being carried out. Additionally, caretakers will ensure spot checks of all areas</li>   <li>• To limit the spread of the virus, no sharing of computers, desks. Staff should regularly clean their computers <a href="https://www.prevention.com/health/a31700300/how-to-clean-keyboard/and-desks-with-bacterial-wipes">https://www.prevention.com/health/a31700300/how-to-clean-keyboard/and desks with bacterial wipes.</a></li>   <li>• <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></li> </ul>	Y	Principal  Facilities & Premises Manager	May 2020	M

Area for concern	Risk rating prior to action H/M/L	Recommended Controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Social Distancing	H	<ul style="list-style-type: none"> <li>• School hours have been reviewed with staggered start and finish times</li> <li>• Social distancing also to be adhered to in staff room with staggered breaks throughout the day, further measures include staff members bringing in own cups, water bottles etc. and being responsible for cleaning as they go. Staff strongly advised not to use staff room and bring their own beverages in transportable cups.</li> <li>• It is still important to reduce contact between people as much as possible, so children, young people and staff where possible, will only mix in a small, consistent group and that small group will stay away from other people and groups.</li> <li>• A one-way system is in place throughout school.(For spaces where possible)</li> <li>• Signage is displayed outside school to remind parents and carers about social distancing and that only one adult is allowed to drop off and pick up.</li> <li>• If a face to face meeting is required this will be by appointment in a large room to ensure social distancing is maintained. Virtual meetings will take place via Teams.</li> <li>• A 2-metre line will be taped outside entrance points to show students and staff the distance they should maintain</li> </ul>	Y	Principal Facilities & Premises Team	May 2020	M

Area for concern	Risk rating prior to action H/M/L	Recommended Controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Catering/ Lunchtimes	H	<ul style="list-style-type: none"> <li>• In order to keep to the requirements of social distancing the dining hall will not be open.</li> <li>• Mealtimes will be staggered, and children will eat their lunch within the classroom.</li> <li>• The catering team/ kitchen staff will provide hot lunches for those who wish to purchase one (all FSM children will have access to a hot lunch or a prepared packed lunch) All other children will be required to bring a packed lunch.</li> <li>• All other children will be required to bring their own water bottles and take them home each day.</li> <li>• To reduce any risk staff collect and bring the lunches to the classrooms. Trolleys will be wiped down between each delivery. Only the person delivering the food will touch the trolley. Cleaning with hard surface disinfectants will kill the virus.</li> </ul>	Y	Principal Head of Finance and Operations	May 2020	L
Equipment	H	<ul style="list-style-type: none"> <li>• Teachers to be directed to clear classrooms of non-essential equipment, particularly soft items.</li> <li>• Teachers should make sure they wash their hands and surfaces, before and after handling students' books and any equipment</li> <li>• The number of resources available for child-initiated learning has been considered:</li> <li>• At present no malleable resources, such as play dough, should be used.</li> <li>• Resources for activities such as painting, sticking, cutting, small world play, indoor and outdoor construction activities should be</li> </ul>	Y	Principal Teachers	May 2020	M

Area for concern	Risk rating prior to action H/M/L	Recommended Controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<p>washed before and after use and where possible, children should be discouraged from sharing these.</p> <ul style="list-style-type: none"> <li>• A popper wallet will be provided for each child, after choosing pencil, scissors etc. they place it in their popper wallet and it will be theirs exclusively</li> <li>• Children will be required to wash their hands frequently, but particularly after using wheeled bikes, trikes, and other large, movable toys.</li> <li>• The toys will be cleaned using antibacterial agents after use (preferably between use)</li> <li>• Children should be encouraged where possible not to touch their faces or to put objects in their mouths.</li> </ul> <p><u>Physiotherapy</u></p> <ul style="list-style-type: none"> <li>• Equipment will be made available in a large, well ventilated space such as the hall</li> <li>• Students will have their own designated mats</li> <li>• External physiotherapists will receive specific visitor guidance and be instructed to wear PPE whilst on site. PPE to be changed in between supporting each student.</li> </ul> <p><u>Hydrotherapy pool:</u></p> <ul style="list-style-type: none"> <li>• Cleaning and disinfection frequency</li> <li>• Frequently touched surfaces – e.g. door/toilet handles, lockers and changing cubicles, ladder rails, and push buttons on equipment – should be cleaned and disinfected at least twice daily and also</li> </ul>				

Area for concern	Risk rating prior to action H/M/L	Recommended Controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<p>when known to be contaminated with secretions, excretions or body fluids.</p> <ul style="list-style-type: none"> <li>• Changing rooms, toilets and lockers areas should be zoned – with areas in use and areas cleaned and disinfected being rotated. This ensures users do not come into direct contact with the chlorinated surfaces once wet. These areas should be cleaned and disinfected frequently at least twice daily, but ideally after every period/session/user group/club use.</li> <li>• Buoyancy aids</li> <li>• Some buoyancy aids, in particular oats and noodles, are produced from open celled ethylene propylene diene monomer (EPDM) which allows water to be retained within the structure. Nevertheless, the risk of infection from these is considered greater from the external surfaces. Pool water chlorination reserves are insufficient to deal with surfaces potentially contaminated with saliva, mucus etc.</li> <li>• PWTAG advises that after each use buoyancy aids should be submerged in a solution of 100mg/l available chlorine for one hour, then rinsed off with tap water before reuse. This can be done by using a dirty and clean storage system so that used flotation devices are submerged for an hour before transfer to the clean holding area.</li> <li>• Managers may recommend that users bring their own equipment, which should be thoroughly cleaned and disinfected before use and not shared with people outside their family group. Any shared equipment should be cleaned and disinfected each time it is used.</li> <li>• Maintenance of pool disinfection</li> <li>• The free chlorine reserve in the pool water should be readily available to reduce the risk of cross infection between bathers by pathogens in the water. Reserves should not be depleted by having to deal with dirty bathers or pool equipment. Therefore users should be reminded of the need to shower before swimming/coming to the pool and regular cleaning of equipment should be a high priority.</li> <li>• Bather hygiene – showers etc</li> </ul>				

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		<ul style="list-style-type: none"> <li>• Everyone using a pool building should wash or otherwise disinfect their hands as they enter and as they leave.</li> <li>• Pre-swim showering is a vital contribution to ensuring the free chlorine in the pool water is available for disinfecting the Covid-19 virus (rather than being used to oxidise organic material coming off bathers). Bathers should be actively encouraged to shower with soap and water while maintaining the statutory physical distancing. Operators should provide soap dispensers to encourage this.</li> <li>• Bathers should be reminded to use the toilet and then wash their hands (following the physical distancing rules) before swimming, and children given that opportunity at frequent intervals during their swim.</li> </ul> <p><u>Changing facilities and resources for intimate care</u></p> <p>The academy will provide resources to ensure that procedures are carried out hygienically. This will include disposable aprons, gloves, wipes and medicated hand washing products. Additional requirements include labelled bins for the disposal of waste and arrangements for the collections of such waste.</p> <p>All staff providing intimate care have received up to date training n to ensure high standards in relation to hygiene, care, safety, privacy and dignity</p> <p>Staff follow the academy intimate care policy.</p> <ul style="list-style-type: none"> <li>• Designated changing areas and staff for individual children linked to bubbles where possible.</li> <li>• Strict cleaning regime in all toileting and changing areas</li> </ul>				

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		<ul style="list-style-type: none"> <li>• Staff follow the intimate care plan for each child</li> <li>• Each child has own possessions and toiletries in a sealed box ready for use each time</li> <li>• Staff wear appropriate, single use PPE</li> </ul>				
PPE	H	<ul style="list-style-type: none"> <li>• Where Risk Assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these will be provided.</li> <li>• Staff will be instructed on how to remove gloves and aprons carefully to reduce contamination and how to dispose of them safely.</li> <li>• Public Health guidance on the use of PPE (personal protective equipment) to protect against COVID-19 relates to health care settings. In all other settings individuals are asked to observe social distancing measures and practice good hand hygiene behaviours</li> <li>• Wearing of gloves/ aprons within school is still limited to any intimate hygiene requirements (Changing soiled underwear/ nappies)</li> <li>• Additional measures for First Aid see below</li> <li>• Staff will be fit tested for FFP3 1863 face masks for use when supporting children with Aerosol Generating Procedures (AGPs).</li> </ul>	Y	<p style="text-align: center;"><b>Principal</b></p> <p style="text-align: center;"><b>Facilities and Premises Team</b></p> <p style="text-align: center;"><b>VP</b></p>	April 2020	L

Area for concern	Risk rating prior to action H/M/L	Recommended Controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
First Aid	H	<p><b>First Aiders</b></p> <ul style="list-style-type: none"> <li>• Injury treatment</li> <li>• It is recommended that prior to any first aid intervention that the first aid uses PPE, gloves, aprons and if any risk of respiratory droplet a face visor</li> </ul> <p><b>CPR</b></p> <ul style="list-style-type: none"> <li>• For children it is recommended that rescue breathing &amp; compressions are given as per training. <a href="http://www.resus.org.uk">www.resus.org.uk</a>. We accept that doing rescue breaths will increase the risk of transmitting the COVID-19 virus, either to the rescuer or the child/infant. However, this risk is small compared to the risk of taking no action as this will result in certain cardiac arrest and the death of the child. (a one way face mask is available within the first aid box this MUST be used) along side the visor which will be provided for each named First Aider</li> <li>• In adults Compression only CPR can be used</li> <li>• After performing compression-only CPR, all rescuers should wash their hands thoroughly with soap and water; alcohol-based hand gel is a convenient alternative. They should also seek advice from the NHS 111 coronavirus advice service or medical adviser.</li> </ul>	Y	Principal Vice Principals Leader of Professional Learning	May 2020	L



Area for concern	Risk rating prior to action H/M/L	Recommended Controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Mental Health	M	<ul style="list-style-type: none"> <li>• Leadership will promote mental health &amp; wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help Reference - <a href="https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/">https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/</a> <a href="http://www.hse.gov.uk/stress">www.hse.gov.uk/stress</a></li> <li>• Staff will have access to Alliance Counselling Services anonymously.</li> <li>• Regular updates will be shared to offer reassurance to staff. The opportunity to speak to a member of SLT to be available each day.</li> <li>• Initial bubbles are based in tutor groups so that the very best pastoral support can be offered by skilled and knowledgeable staff who liaise with families at least weekly.</li> </ul> <p><b>Open access resources to support individual’s emotional health and wellbeing</b></p> <ul style="list-style-type: none"> <li>• <b>Qwell</b> – provides an online emotional wellbeing service for school staff including self-help resources, peer support communities and virtual counselling.</li> <li>• <b>Kooth</b> – provides an online emotional wellbeing service for children and young people aged 11-18 years including self-help resources and virtual counselling.</li> <li>• If School feel that a child, young person or their parent/carer’s emotional health and wellbeing has been impacted by COVID 19 (including grief, loss, anxiety, resilience etc) and would benefit from the support School will contact our Early Help Support Officer or the Early Help Single Point of Contact to have an initial discussion regarding the child, young person,</li> </ul>	Y	Principal Head of HR	On-going	L

Area for concern	Risk rating prior to action H/M/L	Recommended Controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<p>family or group's needs. This can be as part of your regular and ongoing discussions around vulnerable children and young people or outside of this process if a faster response is needed. On School's behalf, they will liaise with services to establish the appropriate intervention and coordinate their response, whilst maintaining communication with school to ensure that needs are met. To ensure a rapid response to securing support, School will not need to complete a referral form but will need to seek verbal consent from parents/carers prior to any therapeutic intervention commencing.</p> <p>Single Point of Contact (SPOC) 01642 524188/01642 526123  <b>Email Address:</b> <a href="mailto:earlyhelpadmin@stockton.gov.uk">earlyhelpadmin@stockton.gov.uk</a>  North Stockton &amp; Norton – Vikki Meynell  01642 526123/ 07384 797822</p>				
Shielded and clinically vulnerable adults	H	<ul style="list-style-type: none"> <li>• Clinically extremely vulnerable individuals were previously advised not to work outside the home, therefore any staff, who are clinically extremely vulnerable (those with serious underlying health conditions which put them at very high risk of severe illness from coronavirus and have been advised by their clinician or through a letter) to rigorously follow risk assessments and social distancing measures in order to keep themselves safe.</li> <li>• Clinically vulnerable individuals who are at higher risk of severe illness were previously advised to take extra care in observing social distancing and should work from home where possible.</li> <li>• Clinically vulnerable and extremely vulnerable individuals who return to school, should stay 2 metres away from others wherever possible. For those not returning, support measures should be put in place for them to access education/work remotely.</li> <li>• If the individual chooses to take on a role that does not allow for this distance and they have to spend time within 2 metres of other</li> </ul>	Y	Principal Head of HR VP	On-going	L

Area for concern	Risk rating prior to action H/M/L	Recommended Controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<p>people, the individual must carefully assess and discuss it with senior management whether this involves an acceptable level of risk. This discussion will be recorded and put in the staff member's personnel record.</p>				
Vacant Premises	<b>H</b>	<ul style="list-style-type: none"> <li>• Access to the school is restricted – additional security is arranged and put in place in line with the <b><u>Security Policy</u></b>.</li> <li>• The Principal and site manager remain on-call in case of an emergency or if access to the school is required.</li> <li>• External signage is visible to show that the school is closed and that access is restricted.</li> <li>• Valuable school property and equipment is identified and reasonable measures are in place to ensure security.</li> <li>• The site manager ensures the school premises is safe to return to before school activity resumes.</li> <li>• Any hazards are reported to the Principal as soon as possible and issues are resolved prior to staff and students returning to school.</li> <li>• The Principal ensures the school reopens only when it is safe and advisable to do so, in line with local and national advice.</li> </ul>	<b>TBC</b>	<p><b>Principal</b></p> <p><b>Facilities and Premises Manager</b></p> <p><b>Site Manager</b></p>	<b>20.03.20</b>	<b>M</b>

Area for concern	Risk rating prior to action H/M/L	Recommended Controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Emergencies	H	<ul style="list-style-type: none"> <li>All staff and students' emergency contact details are up-to-date, including alternative emergency contact details, where required.</li> <li>Students' parents are contacted as soon as practicable in the event of an emergency.</li> <li>Staff and students' alternative contacts are contacted where their primary emergency contact cannot be contacted.</li> <li>The school has an up-to-date <b>First Aid Policy</b> and <b>Emergency plan</b> in place which outlines the management of medical emergencies – medical emergencies are managed in line with this policy.</li> <li>Fire Drill to be actioned as per usual arrangements.</li> <li>A member of the Senior Leadership Team and Designated Safeguarding Officer are on site every day.</li> </ul>	Y	EMT Data Manager	20.03.20	M

To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice - <https://www.publichealthengland.gov.uk/covid-19-coronavirus>

### Resources

<https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020>

<https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands>

<https://www.nhs.uk/conditions/emollients>

[COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable](#)