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| Risk Assessment | | | |
| Part: 1 General Detail | | | |
| Work activity | **Re-opening of schools for the Spring Term** | **Area of work** |  |
| Department | **CJCS - Education** | **Section** |  |
| Manager |  | **Risk assessor(s)** |  |

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| Part: 2 Distribution and revision | | | | |
|  | **Name:** | **Date:** | **Reason for review** | **Revision No.** |
| Submitted by: | M Gordon | 26th Feb 21 | 1st draft | 0 |
| Approved by: | Wider SLT members | 1st March 21 |  | 0 |
| Submitted by: | M. Gordon | 2nd March 21 | SLT Feedback | 1 |
| Approved by: | H, S and R Team and Management Committee | 19/05/2021 | Changes to face coverings, Educational Visits and breakfast, afterschool clubs, music lessons, PE lessons, testing, transport and an added section regarding contact dermatitis. | 2 |
| Submitted by: | M. Gordon |  |  |  |
| Approved by: |  |  |  |  |

This risk assessment template can be used to help premises and activity controllers to develop a specific risk assessment in relation to COVID-19. Below is a risk assessment template with a list of potential hazards and suggested risk control measure. The items listed below are not fixed or exhaustive and the risk assessor is advised to add or make changes where required. Using the template the assessor is instructed to work through the list and identify any existing controls that are already in place; describe how additional controls will be introduced, using the prompts; and evaluate the remaining risk level, using the risk calculation matrix.

**Coronavirus disease 2019** (**COVID-19**) is an infectious disease caused by severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2). The virus is primarily spread between people during close contact via small droplets produced by coughing, sneezing and talking. People can also become infected by touching infected surfaces and then touching their face. Symptoms include: A new and continuous cough; a high temperature; or a loss of, or change in normal sense of smell or taste (anosmia).

**When risk assessing for COVID-19:**

* identify what work activity or situations might cause transmission of the virus;
* think about who could be at risk;
* decide how likely it is that someone could be exposed;
* act to remove the activity or situation, or if this isn’t possible, control the risk.

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| |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Likelihood🡻** | **Severity 🡺** | | | | | | **Insignificant** | **Minor** | **Moderate** | **Major** | **Catastrophic** | | **Remote** |  |  |  |  |  | | **Unlikely** |  |  |  |  |  | | **Possible** |  |  |  |  |  | | **Likely** |  |  |  |  |  | | **Highly Likely** |  |  |  |  |  | |  | | | | | | | **Control Measure** | | | | | | | **Trivial Risk** | **No actions needed- operation can continue, continued improvement is essential** | | | | | | **Tolerable Risk** | **Improvement actions are required, operation can be carried out but with additional precautions** | | | | | | **Moderate Risk** | **Improvement actions are necessary, operation can be carried out with additional precautions, while improvement actions are implemented** | | | | | | **Unacceptable risk** | **Operation must not be started/continued and improvement action must be implemented before operation is started/continued** | | | | |  |  | | --- | | **Use the matrix to assess the level of risk.**   1. Look at the likelihood and the severity 2. Identify the level of risk 3. Apply the appropriate control measure from the action/control measure box. |  |  |  |  |  | | --- | --- | --- | --- | |  | |  | | | **Remote** | **Less likely to occur** | **Insignificant** | **Minor injury** | | **Unlikely** |  | **Minor** | **Minor injury (requiring first aid)** | | **Possible** | **Moderate** | **RIDDOR reportable moderate injury that results in an absence of 7 days or more** | | **Likely** | **Major** | **RIDDOR reportable significant injury such as a broken limb, disease or dangerous occurrence.** | | **Highly Likely** | **More Likely to occur** | **Catastrophic** | **Fatal Injury/Illness permanent disability** | |

| **TASK/HAZARD** | **Persons at Risk** | **RISK** | **CONTROL**  **Control measures already in place, reducing the likelihood of harm.** | **RISK RATING** | **ADDITIONAL CONTROL**  **Additional control measures to be introduced to further reduce risk of harm.** | **RESIDUAL**  **RISK RATING** |
| --- | --- | --- | --- | --- | --- | --- |
| **Trivial Risk** | **Trivial Risk** |
| **Tolerable Risk** | **Tolerable Risk** |
| **Moderate Risk** | **Moderate Risk** |
| **Unacceptable Risk** | **Unacceptable Risk** |
| **Close proximity of individuals and groups on the school grounds i.e. outside of the main school building** | Staff  Pupils  Contractors  Visitors | Possibility of infection of Covid19 which may lead to ill health or death | 3 separate entrances to school are used: main entrance via reception, student entrance and home and hospital entrance.  3 separate exits are used at the end of the day – as above  All classes have their own dedicated indoor space. Home and Hospital have their own outdoor space. Any use of outdoor space for PRU will be staggered and SD.  Staff will be informed to keep social distance (2 metres apart) from other persons where possible.  Staff will be informed to keep positioning arrangements when talking to others on the school grounds – for example keeping distance or standing to the side  Where possible the maximum amount of school entrances and exits will be used to minimise contact between people and groups when entering and exiting the building  Signs will be placed to inform that entrances and exits must be kept clear at all times  Where possible staggered start and end times will be maintained to reduce interactions between groups  Groups (bubbles) will be maintained when entering and exiting the school and using the school grounds – for information on bubbles see the **Groups** section  Parents will be advised to maintain social distancing when on the school grounds and wear face masks when dropping off and collecting students, or attending for meetings (to be held over telephone or remote where at all possible).  Clear signage to be displayed around the school grounds to advice people of the need to maintain social distancing when dropping off /collecting pupils.  Parents/guardians will be advised to have a single person drop of and collect pupils to reduce the number of people on the school grounds  Parents and guardians will still not enter the school grounds unless it is essential – the use of technology will be maintained to for contacts and meetings  Temporary/disposable face coverings will be disposed in a closed bin and new masks will be made available  Reusable face coverings will be stored in a plastic bag to be taken home at the end of the day  Pupils and staff will be instructed to remove the face covering safely, by not touching the front of the face covering  Pupils and staff must wash their hands immediate on arrival at the school | **Tolerable Risk** | All 3 entrances and exits will be used to reduce the number of students leaving through each door. Display notices to ensure all exits/entrances are kept clear at all times.  Staggered start times and end times to the school day to limit number of students arriving and leaving at the same time and to limit the amount of parents/carers on the premises at any one time.  Students are encouraged to walk or cycle where possible and support will be provided if necessary.  Each class will be given a start at end time slot thereby staggering the start and end of day for those children who travel with their parents or rely on public transport.  Parents/carers will be informed via letter and telephone call. Transport will implement an updated risk assessment. Display notices to encourage only a single parent/carer to drop off and collect students where applicable.  Face Coverings will not be needed in classrooms, as the classes are so small that social distancing can be adhered to at all times. Students will remain in their small bubbles all throughout the day and week and the staggered arrangements for arrival, lessons, break. Lunch and departure prevent any crossing of bubbles completely.  All rooms being used have numerous windows open to allow ventilation.  • As of May 21  Face coverings are no longer recommended for staff in classrooms. However, face coverings should be worn by staff and visitors in situations indoors and outside of classrooms where social distancing is not possible (for example, when moving around in corridors and communal areas).  Face coverings will no longer be recommended for pupils in classrooms or communal areas in all schools.  Face coverings should be worn by staff and visitors in situations indoors, where social distancing is not possible. Students will remain in bubbles during movement to lessons, and social time to restrict risk of transmission in communal areas. Face coverings are not required outdoors  In relation to the safe wearing of a face covering staff and pupils are advised to:  Clean or sanitise hands before and after touching face coverings, – including to remove or put them on  safely store face coverings between use  not touching the front of face coverings during use or when removing them – face coverings should be removed using ear straps  Where a face covering becomes damp, it should not be worn, and the face covering should be replaced carefully. Staff are advised to consider bringing a spare face covering to wear  wash their hands again before  Guidance is available on preventing and controlling infection, including the use of PPE, in education, childcare and children’s social care settings. Guidance can be found here  Describe additional arrangements for a safe donning and doffing of face covering and disposal within the school |  |
| **Close proximity of individuals and groups within the school premises** | Staff  Pupils  Contractors  Visitors | Possibility of infection of Covid19 which may lead to ill health or death | **Contact between individuals will be minimised and social distancing will be maintained wherever possible using the following arrangements**:  Groups (bubbles) will be maintained  The size of a group will be kept as low as possible to allow normal educational delivery and limit the risk of widespread transmission  Secondary bubbles should be no bigger than a year group  Bubbles will not mix or interact where possible and any interactions will be kept to a minimum  Should a significant mixing of bubbles take place or pupils/staff move from one group to another this will be recorded for test and trace purposes  Staff will be informed to keep social distance (2 metres apart) from other persons where possible.  Staff will be informed to keep positioning arrangements when talking to others on the school grounds – for example keeping distance or standing to the side  Where staff cannot maintain social distancing measures, such as early years or delivering first aid, risk mitigations measures should be used.  Staff will be informed to avoid close face to face contact and minimise time spent within 1m of anyone  PPE will be provided for close contact interactions for those symptomatic or where there is a risk of contact with bodily fluids  For interactions where social distancing cannot be reasonable maintained, such as those with complex needs or where close contact is required – group sizes will be reduced as low as practical | **Tolerable Risk** | Staff have been informed about keeping social distance (2 metres apart) throughout the period of lockdown when school has remained open for children of critical workers and vulnerable children.  All staff have been on site during this time and are familiar with the measures which have been put in place. In addition to this we have established a system of communication through Zoom for SLT meetings and staff meetings each Thursday so that all staff are involved in planning and can raise questions.  Staff are aware of the need to distance by 2m in all areas of the school, including the car park. Some staggered start/finish times will reduce the number of people arriving/leaving at the beginning and end of day.  Clear signage to be displayed around the school grounds to advise of the need to maintain social distancing when arriving, being in school and leaving. This will be yellow and black signage so that it stands out and will clearly indicate to all which route.  A video has been made and displayed on website and social media to inform all students and parents of SD measure and routines.  Each class will attend school on a phased and staggered return timetable for week 1. The relatively small number of students who are on roll, has allowed bubbles of no more than 5 (and in some cases smaller) to be created and maintained at all times.  Classrooms are set up to adhere to SD with individual desks over 2m apart all facing the front. Each class will have access to 2 classrooms as well as outside spaces.  A strict timetable will be in place for the use of limited shared areas and they will be accessed by no more than 1 class each day to limit cross contamination and to allow for cleaning.  Plans have been discussed with parents during the 3 x weekly welfare calls. Information and arrangements will be further communicated with parents/carers via a newsletter, website and video message. This will be posted and shared on the school website and social media pages. Additional phone calls will take place to all  Use of the staff room will be staggered.  Entrance and exit routines will be carried out, where students will hand over any items into the box provided  Access to other spaces will be on a strict timetable only. Each class will have an identified pupil toilet which only 1 child will leave the room to access at a time. Adult supervision will be maintained where needed.  Break times and lunch times will be staggered and clearly identified on the timetable for each class. Lunch will be collected for the whole class by 1 member of staff and will be brought to the dining room.  Class teachers will organise classrooms based on the needs of the pupils. All unnecessary resources will be put away. Pupils and adult chairs will be allocated, all spare chairs etc. will be put away. Students will have their own pencil case provided and will not share resources.  The use of the staff room will be staggered, clear signage displayed and staff will be encouraged to take short breaks in spaces within their ‘bubble’.  All parents/carers will be reminded that we must have 2 up to date contact numbers for emergencies.  All classrooms and shared spaces have access to a first aid box and trained First Aid staff. Any procedures will therefore be carried out in line with infection control and social distancing where possible.  Students or those that have parents/carers who are shielding should not attend.  As many internal doors (excluding fire doors) as possible during entry and exit, will be kept open to reduce touch points – this will be dependent on the needs of the children in each group.  Staff supervision (including breaks and lunchtimes) need to remind pupils of social distancing expectations. Add this to duty rotas. |  |
| **Shielding staff or pupils** |  |  | Shielding advice will pause for most people on the 1st August –  Those who were previously shielding will be identified and a risk assessment conducted - people shielding may be classed as clinically vulnerable  Those pupils or staff who are still required to shield will be supported to remain at home  Those pupils or staff who may be required to self-isolate or shield following a rate rise will be supported to remain at home | **Moderate risk** | School has discuss concerns with staff and parents for those who have previously been shielding.  For those staff classed as clinically extremely vulnerable, the government advised that they no longer need to shield as from the 1st April 2021. However, if staff can still work from home then they will continue to do so. If this is not possible, then workplace adjustments will be introduced to reduce the risk of exposure to COVID-19 and a risk assessment to be completed to ensure it is safe for them to return to the workplace. | **Tolerable risk** |
| **Clinically vulnerable staff or pupils** |  |  | Those who are defined as clinically vulnerable can attend the education or childcare setting; however the following measures should be put in place:  Staff should who are vulnerable will be advised to make their condition known to the school  The individual will be consulted and conduct a risk assessment conducted to determine if they can safely return to work or if the need to work from home    If homeworking cannot be undertaken, the individual will be offered the safest available on site roles, staying 2 meters from others and not exposed to infection risks, such as first aid or working with children who may spit.  Parents should be advised of the government guidance regarding clinically vulnerable persons and should be advised of the related mitigation strategies  Schools should ensure that they have a regular updated list of pupils health conditions  Further information can be found in section 9 of <https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing> | **Tolerable risk** | Those who are defined as clinically vulnerable but are not in the extremely CV/shielding category can attend the education or childcare setting; however, the following measures should be put in place:  Staff should who are vulnerable should be advised to make their condition known to the school  Speak to the individual to determine what is needed for them to be safe in work.  The individual should be offered safe on site roles, staying 2 meters from others and not exposed to infection risks.  Parents should be advised of the government guidance regarding clinically vulnerable persons and should be advised of the related mitigation strategies  School maintains a regular updated list of pupils health conditions (see risk assessment for pupils with health conditions)  Further information can be found in section 9 of <https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing>  1 member of staff has declared themselves as vulnerable, but have expressed they feel safe to be in work, due to the systems in place.  1 student is vulnerable and has been given the option of accessing remote learning/tutoring.  All staff and students are working in an environment that allows social distancing and at least 2m space from all other people.  School constantly updates its medical condition list and care plans accordingly. |  |
| **Potential spread of infection** | Staff  Pupils  Contractors  Visitors | Possibility of infection of Covid19 which may lead to ill health or death | Children will be placed into groups, which will be kept separate and social distancing will be maintained  Those who are unwell are instructed to stay at home – the controls for those who develop symptoms will be followed  PPE is provided as required and PPE controls will be followed  Staff pupils and visitors will be advised to wash their hands on arrival  Robust hand washing measures will be continued and reinforced  Pupils will clean their hands regularly including:   * + On arrival at school   + When returning from breaks   + When changing rooms   + Before and after eating   Hand wash/sanitiser stations are available throughout the school for staff, pupils and visitors  Small children and those with complex needs will be supervised to ensure hands are cleaned properly  Arrangements are in place to ensure that equipment brought from home will be kept to a minimum  Reinforcement of Catch it, Bin it, Kill it – staff will remain vigilant and will help children where required  An adequate supply of tissues and covered bins are available  Shared equipment is reduced and any shared equipment will be backed up with cleaning procedures – such as wipes for photocopiers  Cash handling is kept to a minimum and cashless payment utilised where possible | **Tolerable risk** | Only essential items will be brought in from home. All other items will be provided and kept in school. Any work set during the week each class is not in school will not be expected to be returned to school.. Essential communication will need to be relayed via telephone.  All equipment for pupils will be kept in their classroom. Individual items will be clearly labelled with the child’s name. Items will be regularly cleaned throughout the day. Difficult to clean items will be discouraged.  Each class will establish safe arrangements for children to get a drink if required.  Additional cleaning products will be available, the class teacher is responsible for ensuring it is both accessible for staff and safe.  Staff and visitors will avoid using the sign in IPad if possible and will be required to wash their hands thoroughly on entry and exit.  Visitors will not be encouraged to enter the building and arrangements will be agreed on an individual basis if deemed essential. Most meetings continue to be held remotely.  When visitors do enter the building, they wear face coverings and observe hand cleaning routines.  Staff must wash their hands thoroughly before and after using shared equipment such as photo copiers, telephones etc.  Parents are to be requested to pay online where at all possible. If cash payments are required, we request that this is n a lump sum (e.g 3 weeks) dinner money when possible. Change will not be given, to minimise the risk of spreading the infection, any overpayments will be carried forward to the following week. Gloves will be worn by staff when checking cash payments. Staff must wash their hands before and after wearing gloves. It will be one member of staff (SBM) who deals with this.  The flow of staff moving around school will be kept to a minimum, staff should stay in their area as much as possible. Internal doors (excluding fire doors) will be left open as much as possible to reduce the need of touching door handles (taking in to account fire and pupil safety). | **Tolerable Risk** |
| **Someone develops symptoms of coronavirus (COVID-19) whilst at work or in the work areas** | Staff  Pupils  Contractors  Visitors | Risk of infection and spread of infection of COVID-19. | **Hartlepool Borough Council has produced an outbreak guide for schools to follow the guide includes a single point of contact to report suspected and confirmed infections - The school must contact Hartlepool Borough Council promptly on 01429 523733**  If anyone becomes unwell with a new, continuous cough or a high temperature or develops Anosmia (loss of smell & taste) in an education setting they must be sent home and advised to follow the governments - [staying at home guidance](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-people-with-confirmed-or-possible-coronavirus-covid-19-infection)  All site users will be instructed not to attend site if they have symptoms  Children, (including siblings or other members of the household) or staff should be sent home and advised to self-isolate for 10 days, their fellow household members should isolate for 14 days.  The individual cannot go straight home they will be moved to a ventilated isolation room – supervision will be provided if required  A separate bathroom will be used for anyone who becomes symptomatic  PPE will be provided for staff to use if close contact is required – **see PPE section for PPE use**  Staff assisting someone who is unwell or cleaning the area after use will be instructed to clean their hands for 20 seconds  The classroom/area where the person become unwell, the isolation room and toilet will be thoroughly cleaned after use, using a standard disinfectant.  In an emergency, call 999 if the pupil is seriously ill or injured, if COVID-19 is suspected, inform the call handler.  If available the school will issue a home testing kit to parents/guardians or  Staff and pupils will be advised to order a test immediately at <https://www.nhs.uk/conditions/coronavirus-covid-19/> or call 119  Results: if the test is positive, staff and pupils must complete the remainder of the self-isolation period  If the test is negative then the staff and pupils can return to school after 7 days after symptoms have started and or when symptoms resolve and the temperature returns to normal for 2 days  If someone tests positive they will be required to continue to self-isolate for 10 days from the start of symptoms and only return to school if they no longer have symptoms other than a cough or anosmia  If the person tests positive for coronavirus the NHS test and trace will contact the individual via email or text to instruct how to share details with people they have had contact with.  The NHS will contact persons or the parents and guardians of a person under 18 and will advise them to self-isolate for 14 days.  The school should encourage staff and parents/guardians to heed any notifications to self-isolate and provide support to these individuals when in isolation.  The school should contact the parents, carer or member of staff no later than 48 hours after the person has been sent home for an update regarding the test and results and the persons welfare.  All staff are provided with LFD testing kits. Tests are carried out twice per week at home, every 3 to 4 days.  All students Year 7 and above should be encouraged to consent for a LFD testing and carry those twice a week (3-4 days apart).  LFD tests are not for symptomatic persons and are used as a control measure to reduce the likelihood oof asymptomatic persons attending a school or educating setting.  If staff or student tests positive via a LFD test or develops coronavirus symptoms, they should tell the school and: | **Moderate Risk** | Hartlepool Borough Council has produced an outbreak guide for schools  If a child becomes unwell with Coronavirus symptoms (a new and continuous cough, high temperature or anosmia (loss or change in normal taste or smell) they will be isolated in the identified room. PPE packs will be available for staff supervising a child with symptoms.  The pupil will wait in the holding room (Art Classroom) until collected by their parents/carer. The nearest available toilet will be accessible if needed. All areas must then be cleaned in line with Government Guidance. PPE packs supplied by the LA will be used. Staff will be able to access the shower facilities in school and change their clothing. If they are particularly distressed they will be able to go home to isolate and arrange to be tested.  Siblings and other members of the household attending school should also be sent home or contacted as above.  The remaining staff/students will remain in their classroom ‘bubble’ to stop the potential spread of the infection.  Any room used to isolate a student and the students classroom, will be cleaned thoroughly using PPE as necessary. An ozone machine will be deployed in the required areas with notices on the doors ‘DO NOT ENTER – CLEANING IN PROGRESS’  Parents/carers of the symptomatic child will be informed by telephone and contact information will be maintained via SLT through regular telephone calls. If the parent or carer cannot be contacted or if the alternate contact cannot collect due to shielding etc. the child will remain isolated in the conference room with the minimum level of supervision possible based on their individual needs.  Staff will be supplied with adequate PPE and provided with instructions on the safe use and disposal (please see the PPE section of the risk assessment).  In an emergency, call 999 if the pupil is seriously ill or injured, if COVID-19 is suspected, inform the call handler.  If a member of staff has helped someone with symptoms, they do not need to go home unless they develop symptoms or the person tests positive.  Government guidance must be followed including the use of disposable cleaning materials and staff should wear gloves and aprons. <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>  Public areas that a symptomatic person has passed through should be cleaned as normal  If a child/staff member is symptomatic, the parents/carers of fellow pupils within that ‘bubble’ will be contacted by telephone.  All site users should be advised not to attend the school if they are displaying symptoms of coronavirus  Those who have been in contact with a person with symptoms, but is not displaying symptoms themselves does not have to self-isolate; however they must be advised to:   * Avoid individuals who are at high risk, from pre-existing medical conditions * Must take extra care in social distancing and hygiene measures * Adhere to any advice issued from the NHS test and trace team   HBC has produced a letter and guide that will be used to inform parents following the initial phone call  Where a child has developed symptoms at school and has been attended to by a member of staff are advised to wash their clothes, in a hot wash and tumble dried or ironed with a hot iron. | **Tolerable Risk** |
| **Site user tests positive for COVID-19** | Staff  Pupils  Contractors  Visitors | Possibility of infection of Covid19 which may lead to ill health or death. School closure and major disruption in school services. | **Hartlepool Borough Council has produced an outbreak guide for schools to follow the guide includes a single point of contact to report suspected and confirmed infections - The school must contact Hartlepool Borough Council promptly on 01429 523733 if they are made aware of a confirmed case.**  The local health protection team will carry out a risk assessment to confirm who has been in close contact with an infected person  Based on the advice from the health protection team, those people who have been in close contact with the person who has tested positive, will be sent home and advised to self-isolate for 14 days from the period of direct contact  **Close contact is defined as:**   * direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin) * proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual * travelling in a small vehicle, like a car, with an infected person   A template letter has been provided by Hartlepool Borough Council to send to parents and staff– the health protection team will provide advice on who should be sent home and who should be notified.  Household members of those sent home will be advised not to self-isolate unless they or someone in their household develops symptoms | **Moderate Risk** | Hartlepool Borough Council has produced an outbreak guide for schools  Where the pupil or staff member tests positive, the rest of their class or group within their childcare or education setting should be sent home and advised to self-isolate for 14 days. Describe any additional arrangements that may be required  Where the person tests positive they will be contacted by the NHS test and trace team who will gather contact information for anyone the individual has come into contact with.  PHE will contact the school  Parents will be contacted using the letter supplied by HBC to advise that parents/careers of children in the bubble that they need to isolate their children  The SLT will advise the household to follow stay at home guidance to isolate the ill person for 10 days and the rest of the household for 14 days.  All staff and students receive a LFT 3 x weekly. One room is used exclusively as the testing centre. 2 MOS are dedicated testing managers and are carrying out this role superbly. The volume of tests received and relatively small numbers of staff and students allows capacity for extra LFD testing if required.  If staff members did test positive from LFD, a PCR test must be booked and staff members would leave work and not return until PCR results are known – in line with measures outlined above. | **Tolerable Risk** |
| **Wider outbreak** |  |  | If the school has two or more confirmed cases within 14 days, or a rise in sickness absence where coronavirus (COVID-19) is suspected the school will notify the local outbreak management team and will follow all advice given | **Tolerable risk** | In some cases the local outbreak management team may recommend a larger number of pupils will need to self-isolate  Consider reviewing business impact assessments in relation to wider closures  Consider reviewing risk assessments for vulnerable pupils who may be sent home to self-isolate |  |
| **Lack of information for testing and tracing purposes** |  |  | The details of visitors within the school premises will be recorded and retained for 21 days, visitors include contractors, parents attending meetings or anyone visiting premises who has been in contact with another person | **Tolerable risk** |  |  |
| **Fire and alarm systems** | Staff  Pupils  Contractors  Visitors | Resulting in burns. Injury or death | All the usual regular Fire and alarm testing procedures will continue to take place including a termly evacuation practice  Fire doors must not be held open, if they are to be held open a hold open devices that releases the door on the alarm sounding must be used  Fire evacuation procedures will be reviewed and updated where necessary and communicated to staff  Social distancing and group separation is not required for during emergency evacuation  When safe to return to the school groups will be organised, separated and reoccupying will be socially distanced | **Tolerable Risk** | Fire doors must not be held open, if they are to be held open a hold open devices that releases the door on the alarm sounding must be used  Weekly fire alarm testing will continue as usual (with CETL) and cyclical maintenance is carried out as per the existing schedule with the Local Authority and external contractors.  In case of evacuation, all classes will assemble in their ‘bubbles’/groups. The assembly point will be on the footpath next to the student entrance to the school. Social distancing between ‘bubbles’ will be maintained at all times, where possible and when it is safe to do so.  When it is safe to do so pupils will re-occupy the building using the same entrances as they used to evacuate, remaining in their ‘bubbles’.  An e-mail will be sent to the staff to communicate the evacuation routes, this is also reference in the staff handbook.  No changes to operating hours are envisaged. |  |
| **First Aid** | Staff  Pupils  Contractors  Visitors | Possibility of infection of Covid19 which may lead to ill health or death | The school will Identify and review risk assessments for children who may have a particular needs, in relation to first aid.  An assessment will be conducted for pupils who may pose an additional risk, including those who require direct care or support | **Moderate Risk** | Any need for first aid during covid-19 outbreak will be carried out by class staff. If the incident is too severe, then normal procedures will be followed.  First aid certificates are in place, current staff trained are AM, AA, DB and KP. All other staff have now accessed online training.  All staff accessing any kind of first aid, must wash their hands and surfaces thoroughly before and after use. | **Tolerable Risk** |
| **Cleaning arrangements** | Staff  Pupils  Contractors  Visitors | Possibility of infection of Covid19 which may lead to ill health or death | Enhanced cleaning is in place, including:  Additional cleaning of rooms and areas that are shared by different groups  Frequently touched surface will be cleaned on a regular basis  Toilets will be cleaned regularly  Robust measures will be in place to encourage pupils to wash their hands after using the toilet  Government guidance on cleaning will be followed: <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>  Cleaning materials, such as disposable cloths and wipes will be disposed in lidded bins  Waste from cleaning for areas where people have been unwell will be double bagged and stored for 72 hours before disposal  Hard to clean objects and items will be removed and the use discontinued  Isolation rooms that have been used as holding rooms for anyone with symptoms will be deep cleaned, those cleaning the room will be issued with appropriate PPE | **Tolerable risk** | Revised guidance will be issued at the end of the summer term – this guidance will need to be reviewed and followed – the HBC Health, Safety and Risk team will provide additional advice if required  Additional cleaning will take place after school as part of SLA. Additional cleaning will carry on in classrooms by staff throughout the day. HBC will also provide additional safe cleaning materials for use by school staff throughout the day.  School staff will undertake additional, regular cleaning of hard surfaces throughout the day using equipment provided in each room. Staff will be expected to wipe surface before and after use.  Bins are available in each room for disposing of cleaning materials and tissues through the day.  Any additional stocks of cleaning materials will be ordered, managed and maintained by SH. |  |
| **Handwashing and personal hygiene** | Staff  Pupils  Contractors  Visitors | Possibility of infection of Covid19 which may lead to ill health or death | An adequate provision of hand washing areas and hand sanitiser stations are in place and are appropriately located near to entrance and exits  Staff pupil and visitors will be reminded to wash their hands before leaving home; on arrival at the premises; before and after breaks; before and after lunch time; before and after handling any articles or substances.  Staff, pupils and visitors will be reminded to wash their hands before eating or drinking, using the toilet, after activities such as PE and after coughing or sneezing  Hands must be dried properly  Staff and pupils will be continuously reminded not to touch their face  “Catch it, Bin it, Kill it” approach will be reinforced across the school  Dyy/chapped/sore hands | **Tolerable risk** | Location of handwashing facilities has been described in the existing control measure.  In addition to this sanitiser and soap will be located at each entrance and exit  Staff/pupil and visitors will be reminded to wash their hands before leaving home, on arrival at the premises and before and after handling any articles or substances.  Staff, pupils and visitors will be reminded to wash their hands before eating or drinking, using the toilet, after activities such as PE and after coughing or sneezing  Hands must be dried properly – consideration should be given to using disposable hand towels and not hand driers.  Staff and pupils will be reminded not to touch their face.  Arrangements for monitoring the condition of pupils hands, will take place through observation and communication. Any concerns will be logged on CPOMS.    o Use a non-scented soap or an olive oil based one  o Use of an emollient however, written consent from parent/carer should be provided.  o Emollient not to be used when pupil is using any equipment with slippery hands could result in a fall or injury  Hands must be dried properly. |  |
| **Alcohol gel hand sanitiser** | Staff  Pupils  Visitors | Possibility of infection of Covid19 which may lead to ill health or death  Skin inflammation or burns | Hand washing with soap and water will be used in preference to hand sanitiser.  If used alcohol based hand sanitiser must only be used by children and young people under close supervision.  Alcohol based hand sanitiser will not be used or applied near to open flames or sparks such as kitchens or hot works  Hand sanitiser will be stored safely and away from sources of ignition | **Tolerable risk** | * Moderate risk |  |
| **Inadequate provision and use of Personal Protection and PPE** | Staff  Pupils  Visitors | Possibility of infection of Covid19 which may lead to ill health or death | If a child becomes unwell with symptoms of coronavirus and need direct care or supervision until they can return home the following PPE should be worn:   * + A fluid resistant face mask   + Disposable gloves   + Disposable apron   + A face shield or eye protection is there is a risk of coughing, spitting or vomiting   Guidance on wearing and acquiring PPE is communicated to all staff  Staff are be instructed that wearing gloves should not be substituted for handwashing  PPE will be provided for direct care in line with PHE guidance  Staff must wear PPE when dealing with suspected cases of COVID  PPE donning and doffing PHE guide note will be issued to staff  [PPE donning and doffing guide note](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/877658/Quick_guide_to_donning_doffing_standard_PPE_health_and_social_care_poster__.pdf)  PPE stocks will be counted on a regular basis to ensure that there is an adequate supply  [Safe working in education childcare and children’s social-care including the use of personal protective equipment PPE](https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe)  PPE used when assisting person symptomatic, for deep cleaning or cleaning up bodily fluids must be double bagged and left for 72 hours before disposal | **Tolerable risk** | If a child becomes unwell with symptoms of coronavirus and need direct care or supervision until they can return home the following PPE should be worn:   * A fluid resistant face mask * Disposable gloves * Disposable apron * A face shield or eye protection is there is a risk of coughing, spitting or vomiting   Office staff will give guidance on wearing PPE when needed  Staff will be made aware that wearing gloves should not be substituted for handwashing  PPE will be provided for direct care in line with PHE guidance. This is not currently applicable for any of our children.  Staff must wear PPE when dealing with suspected cases of COVID 19  PPE donning and doffing PHE guide note will be issued to staff  [PPE donning and doffing guide note](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/877658/Quick_guide_to_donning_doffing_standard_PPE_health_and_social_care_poster__.pdf) |  |
| **Poor mental wellbeing of staff and pupils** | Staff  Pupils | Acute or long-term mental distress | We have well established, high quality staff and pupil well –being support in school, led by MG and JP.  Daily checks from SLT.  Open door policy from Headteacher.  Staff surveys.  Regular one to ones with line managers.  Weekly quiz to continue.  We will continue to work with Alliance and EP team, to promote and value well-being.  These practices will be maintained and built upon |  | Mental wellbeing support measures, services and resources that are in place.  <https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing/guidance-for-parents-and-carers-on-supporting-children-and-young-peoples-mental-health-and-wellbeing-during-the-coronavirus-covid-19-outbreak>  Designate 2 sessions per week (3.00.- 4.00pm) as ‘time to talk’ nights?  Well - being newsletter for staff – emotional wellbeing group?  Signpost staff to counsellor and well - being websites. |  |
| **Violence and aggression toward staff or other parents** | Staff  Pupils | Work related stress or distress. Injury from physical violence  Possibility of infection of Covid19 which may lead to ill health or death | Existing Behaviour & Discipline Policy applies with additional appendix  Existing Staff Handbook and Code of Conduct applies.  Recalibrating students training and information passed on to staff w/c 1st June. | **Tolerable risk** | Measures in place to deal with violence and aggression:  Additional appendix to Behaviour & Discipline Policy applies.  AA has circulated new Team Teach guidance, which has been made available to staff.  Health and safety, staff safety advice and regular verbal updates will be provided by SLT and other staff. |  |
| **Unaccounted absentees** | Pupils, vulnerable children or young people | Safeguarding risks, pupil welfare | The usual attendance registers will be maintained. The DfE and LA attendance returns will be completed and updated daily.  The CP & Safeguarding Policy is still in place with an additional appendix which was approved by Governors. |  | Attendance will be recorded daily, the parents/carers of any children expected in school but not present will telephoned that morning.  Existing safeguarding procedures will be maintained.  Welfare calls and weekly home visits will continue to be made by school, for all children when they are not in school. Safeguarding concerns will be raised immediately with the AM (DSL).  Periodic review of absenteeism |  |
| **COVID related, affected or indirect risks** | Staff  Pupils  Contractors  Visitors | Possibility of infection of Covid19 which may lead to ill health or death  Disruption to educational delivery | Delivery of resources/equipment to the kitchen will continue as usual to the kitchen outside door area |  | Deliveries to the main entrance will be left in the entrance where they will be cleaned by the site manager before bringing into school.  The ‘bubble’ arrangements will be monitored by SLT members throughout the day to ensure staff feel supported and the rules are being followed in line with this risk assessment. |  |
| **Risks to education delivery** | Pupils, vulnerable children or young people | Disruption to educational delivery | Teachers will ensure their best endeavours are made to maintain high quality educational experiences |  | The curriculum priorities will be: Establishing new routines, emotional well-being and physical health, core skills. Each teacher will adapt the curriculum based on the needs of their class. |  |
| **Pupils behaviour on the return to school prevents social distancing or appropriate infection control** | Staff, Pupils, vulnerable children or young people | Possibility of infection of Covid19 which may lead to ill health or death | A FAQ, will be published publically to detail expected behaviours for pupils at school |  | Communication regarding social distancing and hygiene to parents and children will be made clear in the Newsletter and telephone calls to parents as well as in class. Regular reminders will be shared via social media, the school website and during weekly welfare calls.  The Behaviour & Discipline Policy has an additional Appendix and AA will continue to provide weekly guidance.  Monitoring of social distancing should be a continuing process overseen throughout the day by the class teacher. Any issues should be raised in the first instance with the class teacher and escalated to SLT if the matter has not been resolved. |  |
| **Outside areas including play equipment and play furniture** | Staff, Pupils, vulnerable children or young people | Possibility of infection of Covid19 which may lead to ill health or death | Outdoor equipment will not be used unless it is appropriately cleaned between groups of children  Multiple groups do not use play equipment simultaneously.  If outdoor equipment is used it will be used by small groups and will be cleaned before use and between groups.  If outdoor furniture or play or equipment, such as a trim trail is to be used, all hand holds and grips must be dried after cleaning to reducing slipping  Outdoor areas can still be used for exercise but groups must be maintained  All classes will have their own dedicated outdoor space. The remaining 3 classes will be allocated an appropriate space | **Tolerable risk** | Outdoor equipment in dedicated areas can be used by the children in the bubble, it will be appropriately cleaned  Access to shared areas will be used on a strict timetable only. It will be cleaned after every use and no more than 2 groups of children will be using it in the same week. Multiple groups will not use it simultaneously.  Outdoor areas can still be used for activities and will be on a strict timetable so that groups will not mix.  Dedicated class outdoor areas can be used as an area for outdoor education  If outdoor equipment is to be used, all hand holds and grips must cleaned before and after use. |  |
| **Visitors and contractors** | Staff, Pupils, vulnerable children or young people | Possibility of infection of Covid19 which may lead to ill health or death | All visitors and contractors will be provided for site rules and will be advised to use hand sanitiser or handwashing areas  Visitors will be kept to minimum and will only be permitted if essential  Contractors visiting site will provide a risk assessment before work can commence, the risk assessment will have to include infection controls  Contractors will be isolated where possible and will not mix with groups – contact between individuals should be kept to a minimum and social distancing should be maintained  Those visiting site to carry out direct care or support will not mix across bubbles and social distancing will be maintained where possible  If distancing cannot be maintained other mitigation measures such as PPE will be required in line with an appropriate risk assessment | **Tolerable risk** | Any students who arrive late will enter the school at the front entrance as per normal arrangements.  Parents and carers are advised not to enter the school setting unless it is absolutely essential – consider using technology to communicate or hold meetings with parents.  All information gathered for NHS test and trace.  Use of face coverings is mandatory for visitors and observed as outlined above. |  |
| **Deliveries** | Staff, Pupils, vulnerable children or young people | Possibility of infection of Covid19 which may lead to ill health or death | Contact with delivery personal will be kept a minimum and social distancing will be maintained  Where possible a pick up and drop off point will be established away from occupied areas  Electronic paperwork will be encouraged for singing deliveries in and out  Where possible single or consistent  groups will be used for deliveries | **Tolerable risk** | Deliveries to the main entrance will be left in the entrance where they will be cleaned by the site manager before bringing into school.  Contact removed where at all possible.  Orders are made for delivery. |  |
| **Driving for work/transporting children** | Staff, Pupils, vulnerable children or young people | Possibility of infection of Covid19 which may lead to ill health or death | Were possible vehicles will only be used by one person  Vehicles will not be shared where possible  Vehicles will be provided by the school where possible  Car seats will not be removed and placed into multiple vehicles were possible, if a car seat is to be moved to an additional vehicle it will be cleaned with disinfectant – which will be supplied by the school  If vehicles have to be used by one or more persons a distance of 2m will be maintained  If 2m distance cannot be maintained the following measures will be observed:  Handwashing will be carried out before entering the vehicle and on arrival at the destination  Hand sanitiser will be provided for additional hand sanitising where hand washing is not available – see hand sanitiser controls  Hand sanitiser will not be left or stored on the dashboard of the car as this poses a fire risk – where possible hand sanitiser will be stored in a glove box  Touch surfaces inside the vehicle will be wiped before and after use using disinfectant cleaner  Travel time and time in the vehicle will be as short as possible and will only include travel to and from the destination  Side to side positioning for people in the vehicle and distancing will be maintained where possible on the back seats or bench seats  Where possible those travelling will used fixed teams or persons from the same bubble  Ventilation will be encouraged by means of open windows  Wearing of a face covering when travelling in multiples when social distancing cannot be maintained  Face covering and masks will be removed before entering the school building – see PPE controls  The transporting risk assessment will be reviewed to ensure compliance  If a child becomes unwell the driver will assess if the car needs to be stopped or the child driven to safe place – the controls for symptomatic persons will be used  For any spilt fluids the car must be deep cleaned and appropriate PPE worn – see PPE controls  Travel records of drivers, assistants and passengers will be maintained for test, track and trace purposes | **Tolerable risk** | All students encouraged to walk or cycle to and from school.  Any transport used for AP will adhere to social distancing with masks provided.  Each class will be given a start at end time slot thereby staggering the start and end of day for those children who travel with their parents or rely on public transport.  Parents/carers will be informed via letter and telephone call. Transport will implement an updated risk assessment. Display notices to encourage only a single parent/carer to drop off and collect students where applicable.  • If staff have to travel for work purposes car sharing is avoided, staff will only travel in vehicles together for essential reasons – this is to minimise the risk of transmission and to reduce the risk of business impact that may be caused by staff having to isolate and reduce the mixing of bubbles  • Staff should be encouraged to not car share with other staff when commuting to and from work where possible. This is to minimise the risk of transmission and to reduce the risk of business impact that may be caused by staff having to isolate and reduce the mixing of bubbles  • If staff are to car share when commuting staff are advised to:  o Car share with the same person each time and where possible with members of the same household or support bubble  o Minimise the numbers of those traveling in the vehicle as low as possible and no more than 6 persons  o Windows should be opened for ventilation  o Traveling side by side or behind people and not facing each other  o Wear a face covering for all persons in the vehicle  o Ensuring that touch surfaces are cleaned in the vehicle |  |
| **COSHH** | Staff, Pupils, vulnerable children or young people | Possibility of infection of Covid19 which may lead to ill health or death | COSHH assessments will be reviewed and revised for any additional items brought onto site | **Tolerable risk** |  |  |
| **Ineffective risk controls/monitoring performance** | Staff, Pupils, vulnerable children or young people | Possibility of infection of Covid19 which may lead to ill health or death | The health, safety and risk team will conduct an inspection of the school during the Autumn term to ensure all controls are in place and working effectively  The risk assessment will be reviewed periodically to ensure that risk controls are effective  An internal check list will be used to conduct periodic checks are in place | **Tolerable risk** |  |  |
| **Infection risks during physical activity in school** | Staff, Pupils, vulnerable children or young people | Possibility of infection of Covid19 which may lead to ill health or death | Pupils will be kept in consistent groups  Sports equipment will be thoroughly cleaned between each groups use  Contact sports will be avoided  Outdoor activities will be prioritised  Indoor activities will have thorough cleaning and hygiene procedures and social distancing will be maintained and maximised where possible  Pupils and staff will be advised to clean their hands before and after any activity  <https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation> | **Tolerable risk** |  |  |
| **Infection risks during practical activities – such as music** | Staff, Pupils, vulnerable children or young people | Possibility of infection of Covid19 which may lead to ill health or death | The use of practical lessons or sharing of equipment will be reduced where possible  Pupils and staff will be advised to clean their hands before and after any activity  Pupils will be kept in consistent groups  Equipment will be thoroughly cleaned between each groups use  Music groups will be limited to no more than 15 people  Practical activities, such as music will be conducted outside where possible  Pupils will be positioned side to side or back to back  Singing and wind instruments will not take place in larger groups | **Tolerable risk** | Music Technology re-located to bigger classroom. Instruments are not used. |  |