

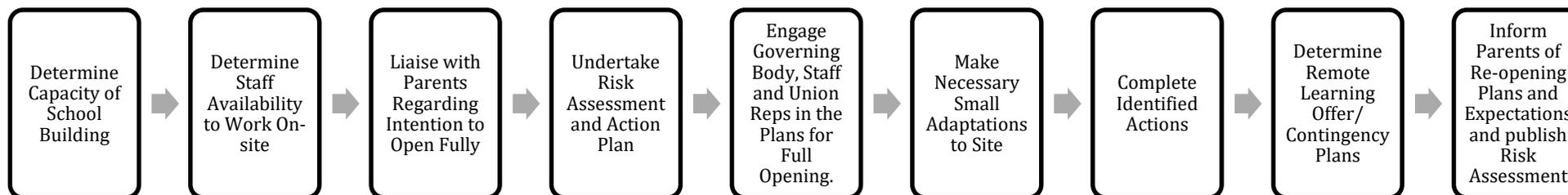


SUPPLEMENTARY INFORMATION Coronavirus (Covid 19)

ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (REVISION 4) – 06/11/2020 (Page 1 of 22)		DATE OF ASSESSMENT 02/06/2020 25/08/2020 13/11/2020 04/01/2021 02/03/2021
ESTABLISHMENT/SCHOOL St Bede's RC Primary School	SECTION/TEAM All	
WHO MIGHT BE HARMED? Employees, pupils, trainees, students and visitors		HOW MANY ARE AFFECTED? 6th June 2020 – 110(approx.) 7th September 2020 – 200(approx..) 13th November 2020 – 200+ (approx.) 4 th January 2021 – 60 (approx.) 8 th March 2021 – 200 (approx.)

This document is designed to act simply as an aide memoire, recognising that all schools have their individual contexts, processes and procedures already established in relation to overall school effectiveness.

The document is by no means intended to serve as a 'checklist', rather it is hoped that it will be a useful tool for school leaders to use with making decisions and reviewing and updating their risk assessments and the temporary modifications that are required as schools open to all pupils in September 2020



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ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (Page 2 of 22) (R4)				DATE OF ASSESSMENT	
HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES	✓ if in place X if not	IF 'X' STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES	RESIDUAL RISK RATING High, Medium, Low	
Premises and equipment, water, etc. not maintained to statutory requirements:	<p>Premises and utilities have been health and safety checked and building is compliant</p> <ul style="list-style-type: none"> • Water treatments • Fire alarm testing • Repairs • PAT testing • Fridges and freezers • Boiler/ heating servicing • Internet services • Any other statutory inspections • Insurance covers reopening arrangements • Fire Risk Assessment and evacuation procedures reviewed and disseminated to all staff. <p>It is important that, prior to reopening for the autumn term, all the usual pre-term building checks are undertaken to make the school safe. If buildings have been closed or had reduced occupancy during the coronavirus (COVID-19) outbreak, water system stagnation can occur due to lack of use, increasing the risks of Legionnaires' disease. Advice on this can be found in the guidance on Legionella risks during the coronavirus outbreak.</p>	✓	<ul style="list-style-type: none"> • Caretaker (C) has continued with daily and weekly checks around school in line with her job description. • All external inspections have taken place as arranged. • All repairs have been undertaken via STC Asset Management Dept. • All PAT Testing conducted prior to COVID lockdown. • Insurance arranged via STC. • Fridges and microwave ovens currently available to staff to be thoroughly cleaned at the end of each day by C. • Internet and computing facilities remain the responsibility of current provider - LA • All current school RA reviewed. • Covid 19 Policy shared with staff. • Appendix to current Behaviour Policy implemented. Behaviour expectations explained to parents via letter – posted on website 14/07/20 • There may be incidents in school where social distancing is not safe to do so (e.g. in case of fire). Where possible SD will be 	L	

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	<p>Additional advice on safely reoccupying buildings can be found in the Chartered Institute of Building Services Engineers' guidance on emerging from lockdown.</p> <p>Once the school is in operation, it is important to ensure good ventilation. Advice on this can be found in Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak.</p> <p>In classrooms, it will be important that schools improve ventilation (for example, by opening windows).</p>		<p>maintained if safe to do so at assembly point.</p> <ul style="list-style-type: none"> ● Use of kitchen area in staff room - only 1 person allowed at a time: Staffroom to no longer be used as a sitting area. Cleaning materials provided to clean all equipment after use. ● Use of toilet - 1 person in the toilet room at time. If on entering the toilet room - you note the use of one of the toilets - it is staff responsibility to leave the toilet room and wait until it is clear of staff before entering and using the facilities. ● Although this area is regularly cleaned, any areas used by adults within this building should be cleaned after use (with the exception of the toilet). <p>Fire procedure:</p> <ul style="list-style-type: none"> ○ During this period it cannot be guaranteed that fire wardens will be available. ○ The teacher in classroom bubbles is therefore to take charge of pupils and staff in their bubble and ensure everyone leaves the building. ○ All other staff to ensure they leave the building as soon as possible. ○ Reception staff to ensure a record of all staff on site is available. It is essential that all staff on site sign in at reception. ○ Teacher to inform reception staff of any missing people from their bubble. 	M

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			<ul style="list-style-type: none"> ○ No member of staff to enter building if a fire incident is in place unless they are trained as a fire warden. ○ Reception staff to telephone 999 emergency services as soon as possible. ○ Fire evacuation point to remain as school yard. 	
	<p>The 'BUILDING RA COVID' assessment has been revised and updated for the general running of the building.</p> <p>NB: TWFRS who has confirmed that wedging doors open is not best practice, however due to the COVID-19 crisis wedging classroom doors can be done, but cross corridor doors and doors leading on to a fire escape or stairway must remain in the closed position at all times</p> <p>Any door wedged open must have the wedge removed when the class is vacant even for the shortest period and the school must risk assess this.</p> <p>As for installing barriers in front of doors this is not acceptable under any circumstance, should an area need to be segregated then the use of signage and Fire Exit Door Security Seals should be used which would snap if the door is forced open allowing anyone emergency egress if necessary.</p>	✓	<ul style="list-style-type: none"> ● New access points agreed. ● Teaching Staff entrance – Main door ● Admin Staff entrance – Main door ● Pupil entrance and exit from building-door nearest bubble classroom. ● Pupil entrance and exit from premises – in from Harold Street Gate 1, exit from Harold Street Gate 2. ● Classroom and office doors to be wedged open during use but left closed when vacated. ● Hall door to be wedged open when the reception area is staffed but closed when vacated. ● All external fire doors to remain closed as per normal building practice. ● All fire escapes routes to be kept clear at all times, as per normal building practice. 	L
Child/Adult is unwell and it is believed that they have been exposed to COVID-19.	Ensure that pupils, staff and other adults do not come into the school if they have coronavirus (COVID-19) symptoms , or have tested positive in the last 10 days, and ensuring anyone developing those symptoms during the school day is sent home, are essential actions to reduce the risk in schools and further drive down transmission of coronavirus (COVID-19). All schools must follow this process and ensure all staff are aware of it.	✓	<ul style="list-style-type: none"> ● Daily updates from DFE read by HT. Read info within the updates and action as necessary. Info shared with wider school population as necessary ● All government guidelines have been taken into account when assessing the school for risk and for agreeing new building layout 	L

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	<p>If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’, which sets out that they must self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.</p> <p>If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age and needs of the child, with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.</p> <p>If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <p>PPE must be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). More information on PPE use can be found in the safe working in education, childcare and children’s social care settings, including the use of personal protective equipment (PPE) guidance.</p> <p>As is usual practice, in an emergency, call 999 if someone is seriously ill or injured or their life is at risk. Anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital.</p> <p>Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person</p>		<ul style="list-style-type: none"> • Key hygiene information located around school. Prevent and symptoms information shared with pupils at the start of each day. Info shared on website so all school population is aware of measures taken. • End of Year letter to parents - asking them to share good practice with pupils at home and to encourage the continuation of this behaviour at school. Letter lists these specific areas of advice. Also ask parents to revisit the Protocol Letter. <p>Cleaning Information:</p> <ul style="list-style-type: none"> • C will work in school 07.30 - 11.00 around all areas of the school. • Additional cleaner 13.00 - 14.00 to clean all toilets, which are in use; Cleaners 15.30 – 17.00 to clean all toilets and to pay particular attention to telephones, copier machines, door handles and doors and keyboards. • After each use of school equipment, staff members are expected to wipe the item clean (e.g. photocopier, keyboard, telephone, etc.) <p>This must now include all equipment in the Staffroom and kitchen area. Non-classroom members of staff to wipe down their own work area, including chair, telephone, keyboard, at the end of each work shift. These areas will be cleaned by the cleaner but this is an additional cleaning measure.</p> <ul style="list-style-type: none"> • LA cleaners will still come in at the end of the day as usual. 		

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	<p>subsequently tests positive (see below) or they have been requested to do so by NHS Test and Trace.</p> <p>Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with normal household bleach after they have left to reduce the risk of passing the infection on to other people. See the COVID-19: cleaning of non-healthcare settings guidance. Public Health England is clear that routinely taking the temperature of pupils is not recommended as this is an unreliable method for identifying coronavirus (COVID-19).</p>		<ul style="list-style-type: none"> ● Head Teacher and C will ensure all cleaning in school will be at the highest level. ● All classroom bubbles will have a hand sanitiser station. ● All pupils and staff members have access to soap and and water - in the toilet areas. ● Cleaning equipment - stocktake conducted on a daily basis to ensure good stocks of everything needed in school to ensure good hygiene measures. ● All pupils issued with their own stationery wallet - items and bag to be cleaned by pupils at the end of each day. ● All classes to be issued with box of PE/sporting equipment for outdoor use - items and box to be cleaned at the end of the day by pupils. ● School exercise books will be used during this period. Marking of work is expected during this period but will become more focussed and may take place throughout the lesson. ● Teacher to reinforce cleaning and hygiene messages during the day. ● Teachers to supervisor hand washing and hand sanitising. ● All classroom bubbles and work areas - windows to be open during room use. ● Use of toilets - pupils will be supervised by classroom staff. Classroom staff to ensure no crowding of toilet areas and SD measures are maintained at all times. 	

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			<ul style="list-style-type: none"> ● All pupils to wear school uniform from September. All pupils to continue to wear full uniform from 06.01.21 during Lockdown II. ● All rooms to ensure windows and doors are open regularly to allow fresh air to circulate. ● Paper towels to be provided as an alternative to hand dryers, if necessary. ● Waste bins in each room and should be emptied frequently. ● All waste removed at end of each day. ● Ventilation and air conditioning units have been checked and maintained. ● Where a known or suspected Covid-19 case has been reported, a full clean will be completed as per the specific guidelines given by the government. ● Goods entering the site will be cleaned. 	
Risk of coronavirus infection spreading to children and staff due to inadequate infection control procedure	<p>The school will ensure that pupils clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating. Regular and thorough hand cleaning is going to be needed for the foreseeable future. Points to consider and implement:</p> <ul style="list-style-type: none"> ● has the school enough hand washing or hand sanitiser 'stations' available so that all pupils and staff can clean their hands regularly ● can the school ensure that there is enough supervision when using hand sanitiser to eliminate ingestion. Small children and pupils with complex needs should continue to be helped to clean their hands properly. Skin friendly skin cleaning wipes can be used as an alternative ● the school will build these routines into school culture, supported by behaviour expectations and helping ensure younger children and those with complex needs understand the need to follow 	✓	<p>All cleaning stations will be monitored by staff so they are never empty.</p> <p>Children will continue their routines of regular handwashing and sanitizing.</p>	L

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	<p>them</p> <ul style="list-style-type: none"> • Soap and water is more effective than using sanitisers <p>The 'catch it, bin it, kill it' approach continues to be very important, so schools must ensure that they have enough tissues and bins available in the school to support pupils and staff to follow this routine. As with hand cleaning, schools must ensure younger children and those with complex needs are helped to get this right, and all pupils understand that this is now part of how school operates. Some pupils with complex needs will struggle to maintain as good respiratory hygiene as their peers, for example those who spit uncontrollably or use saliva as a sensory stimulant. This should be considered in risk assessments in order to support these pupils and the staff working with them, and is not a reason to deny these pupils face to face education.</p> <p>Public Health England does not (based on current evidence) recommend the use of face coverings in schools. This evidence will be kept under review. They are not required in schools as pupils and staff are mixing in consistent groups, and because misuse may inadvertently increase the risk of transmission. There may also be negative effects on communication and thus education. Face coverings are required at all times on public transport (for children over the age of 11) or when attending a hospital as a visitor or outpatient.</p> <p>Points to consider and implement:</p> <ul style="list-style-type: none"> • putting in place a cleaning schedule that ensures cleaning is generally enhanced and includes: <ul style="list-style-type: none"> ○ more frequent cleaning of rooms / shared areas that are used by different groups ○ frequently touched surfaces being cleaned more often than normal 		<p>Routines and protocols are revisited and emphasised with pupils to ensure consistency of approach.</p> <p>Use of masks/shields can be worn by staff when working in close proximity to pupils.</p> <p>Staff will wear masks/shields when in communal areas.</p> <p>Staff will be encouraged not to mix with staff from other Bubbles in the school building.</p> <p>All cleaning schedules are regularly checked and any necessary amendments are made.</p>	

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	<ul style="list-style-type: none"> different groups don't need to be allocated their own toilet blocks, but toilets will need to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet clean surfaces that children and young people are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, more regularly than normal <p>By the end of the summer term, Public Health England will publish revised guidance for cleaning non-healthcare settings to advise on general cleaning required in addition to the current advice on COVID-19: cleaning of non-healthcare settings guidance.</p>			
Risk of coronavirus infection spreading due to large class sizes and reduced space	<p>The school will minimise contacts and mixing between people while delivering a broad and balanced curriculum.</p> <p>The overarching principle to apply is reducing the number of contacts between children and staff. This can be achieved through keeping groups separate (in 'bubbles') and through maintaining distance between individuals. These are not alternative options and both measures will help, but the balance between them will change depending on:</p> <ul style="list-style-type: none"> children's ability to distance the lay out of the school the feasibility of keeping distinct groups separate while offering a broad curriculum (especially at secondary) <p>It is likely that for younger children the emphasis will be on separating groups, and for older children it will be on distancing. For children old enough, they should also be supported to maintain distance and not touch staff where possible.</p> <p>Points to consider and implement:</p>	✓	<ul style="list-style-type: none"> Actions performed by school to ensure contact between people is kept to a minimum: <p>Bubble sizes to be closely monitored from the 6.1.21. Maximum bubble size to reflect the local Covid situation. Ideally bubble should be less than 15. But the final decision to be made by HT /CoG.</p> <p>. Detail:</p> <p>1. Office area / sign in & out area</p> <ul style="list-style-type: none"> Pens and other equipment must not be shared within reception areas - one member of staff will sign in visitors. Essential visitors - reception staff to sign them in and out on paper record. Visitors to school are discouraged but it is acknowledged that some visitors are 	M

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	<p>How to group children Consistent groups reduce the risk of transmission by limiting the number of pupils and staff in contact with each other to only those within the group. They have been used in schools in the summer term in recognition that children, and especially the youngest children, cannot socially distance from staff or from each other and this provides an additional protective measure. Maintaining distinct groups or 'bubbles' that do not mix makes it quicker and easier in the event of a positive case to identify those who may need to self-isolate, and keep that number as small as possible.</p> <p>In this guidance for the autumn term, maintaining consistent groups remains important, but given the decrease in the prevalence of coronavirus (COVID-19) and the resumption of the full range of curriculum subjects, schools may need to change the emphasis on bubbles within their system of controls and increase the size of these groups.</p> <p>In secondary schools, and key stage 4 and key stage 5, the groups are likely to need to be the size of a year group to enable schools to deliver the full range of curriculum subjects and students to receive specialist teaching. If this can be achieved with small groups, they are recommended. At primary school, and in the younger years at secondary (key stage 3), schools may be able to implement smaller groups the size of a full class. If that can be achieved, it is recommended, as this will help to reduce the number of people who could be asked to isolate should someone in a group become ill with coronavirus (COVID-19).</p> <p>Schools should assess their circumstances and if class-sized groups are not compatible with offering a full range of subjects or managing the practical logistics within and around school, they can look to implement year group sized 'bubbles'. Whatever the size of the group, they should be kept apart from other groups where possible</p>		<p>necessary. Visitors are deemed to be any adult who is not on the school payroll (including Governors).</p> <ul style="list-style-type: none"> • All staff to ensure if they are expecting a visitor - they must inform reception staff to add to the calendar. Visitors will not be admitted into building unless they are in the calendar. • All staff members and visits to use hand sanitiser upon leaving the reception area. <p>2. Entry /Exit Doors – Both yards</p> <ul style="list-style-type: none"> • This is the pupil entrance and exit. Guidelines state that we should be keeping people in bubbles. • Each classroom will be a class bubbles. • Pupils will walk from the yard - through the allocated door and straight to their classroom bubble. Procedure for collecting pupils from yard below. <p>3. Break Times</p> <ul style="list-style-type: none"> • Breaks will be staggered to ensure that bubbles of pupils do not cross etc. <p>4. Lunch</p> <ul style="list-style-type: none"> • Lunches will be staggered from 11.20am – 1.30pm to accommodate the class bubbles in the dining hall. See attached Timetable for each class. Timetable for Lunchtime will be adapted and distributed depending upon number of children present in school during Lockdown II. • Lunches will continue as normal with children receiving meals from the kitchen or bringing a packed lunch from home. <p>5. On arrival at school Parents dropping off:</p>	

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	<p>and older children should be encouraged to keep their distance within groups. Schools with the capability to do it should take steps to limit interaction, sharing of rooms and social spaces between groups as much as possible. When using larger groups the other measures from the system of controls become even more important, to minimise transmission risks and to minimise the numbers of pupils and staff who may need to self-isolate. We recognise that younger children will not be able to maintain social distancing, and it is acceptable for them not to distance within their group.</p> <p>Both the approaches of separating groups and maintaining distance are not 'all-or-nothing' options, and will still bring benefits even if implemented partially. Some schools may keep children in their class groups for the majority of the classroom time, but also allow mixing into wider groups for specialist teaching, wraparound care and transport, or for boarding pupils in one group residentially and another during the school day. Siblings may also be in different groups. Endeavouring to keep these groups at least partially separate and minimising contacts between children will still offer public health benefits as it reduces the network of possible direct transmission. All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable. This will be particularly important for secondary schools. Where staff need to move between classes and year groups, they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults. Again, we recognise this is not likely to be possible with younger children and teachers in primary schools can still work across groups if that is needed to enable a full educational offer.</p> <p>Measures within the classroom Maintaining a distance between people whilst inside and reducing the amount of time they are in face to face to contact lowers the risk of transmission. It is strong public health advice that staff in secondary</p>		<ul style="list-style-type: none"> ● Child should be taken to allocated entry point at the allocated time – maintaining SD at all times. ● Staff member will be present to ensure SD. ● Staff will take each child's temperature before entering school. ● Pupils arriving late - will be taken to their class bubble by member of SLT. <p>Recording of attendance:</p> <ul style="list-style-type: none"> • Daily register will be taken using RM Integris. Reception staff to call each class bubble to ascertain attendance for the day. Info passed to Office for completion of LA and Government attendance forms. <p>End of day:</p> <ul style="list-style-type: none"> • Parents should arrive via the allocated gate, collect child from the allocated door and leave via the allocated gate. • Parents must collect their children and leave the school site immediately. <p>6. Yard & outdoor space</p> <ul style="list-style-type: none"> ● Yard – partitioned for break times. Timetabled for use. ● Field - timetabled for use by different class bubbles at different times. <p>7. Moving from yard to classroom bubble</p> <ul style="list-style-type: none"> ● Teacher collects pupils from designated area and takes them into their classroom - 1 class at a time for SD. ● SD lines marked in corridor. <p>8. Classroom bubbles</p> <ul style="list-style-type: none"> ● Each classroom bubble allocated for use during this period has been measured by SLT. 	

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ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (Page 12 of 22) (R4)				DATE OF ASSESSMENT
HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES	✓ if in place X if not	IF 'X' STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES	RESIDUAL RISK RATING High, Medium, Low
	<p>schools maintain distance from their pupils, staying at the front of the class, and away from their colleagues where possible. Ideally, adults should maintain 2 metre distance from each other, and from children. We know that this is not always possible, particularly when working with younger children, but if adults can do this when circumstances allow that will help. In particular, they should avoid close face to face contact and minimise time spent within 1 metre of anyone. Similarly, it will not be possible when working with many pupils who have complex needs or who need close contact care. These pupils' educational and care support should be provided as normal.</p> <p>For children old enough, they should also be supported to maintain distance and not touch staff and their peers where possible. This will not be possible for the youngest children and some children with complex needs and it is not feasible in some schools where space does not allow. Schools doing this where they can, and even doing this some of the time, will help.</p> <p>When staff or children cannot maintain distancing, particularly with younger children in primary schools, the risk can also be reduced by keeping pupils in the smaller, class-sized groups described above. Schools should make small adaptations to the classroom to support distancing where possible. That should include seating pupils side by side and facing forwards, rather than face to face or side on, and might include moving unnecessary furniture out of classrooms to make more space.</p> <p>Measures elsewhere Groups should be kept apart, meaning that schools should avoid large gatherings such as assemblies or collective worship with more than one group. When timetabling, groups should be kept apart and movement around the school site kept to a minimum. While passing briefly in the corridor or playground is low risk, schools should avoid creating busy</p>		<ul style="list-style-type: none"> • All classrooms from Y1 to Y6 have a forward facing desk with an area for teacher to remain socially distanced. • Sanitiser station located at entry of each classroom - all pupils and staff must use this (with consent) on their entry to classroom. • All staff members who would normally occupy the above rooms have been given the opportunity to remove any personal items from room before set up of classroom bubble. • All rooms to be cleared of unnecessary equipment and desks in order to operate as a functioning classroom bubble, which adheres to SD and other H&S requirements. • Each classroom bubble to be set-up during wk. beg. 31/08/20 ready for use for wk. beg. 07/09/20. Classroom Bubbles to be reviewed – areas ready for use by 06.01.21 <p>9. Equipment</p> <ul style="list-style-type: none"> • Pupils will be given a clear zip bag with their name on holding their own stationery. • All items and bag to be cleaned by pupil at end of each day. • All classes will be given a box of outdoor and sporting equipment for their use. • All equipment and box will be cleaned by pupils at the end of each day. • School exercise books will be used during this period. Marking of work is expected during this period but will become more focussed and may take place throughout the lesson <p>10. Cleaning</p>	

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ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (Page 13 of 22) (R4)				DATE OF ASSESSMENT
HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES	✓ if in place X if not	IF 'X' STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES	RESIDUAL RISK RATING High, Medium, Low
	<p>corridors, entrances and exits. Schools should also consider staggered break times and lunch times (and time for cleaning surfaces in the dining hall between groups).</p> <p>Schools should also plan how shared staff spaces are set up and used to help staff to distance from each other. Use of staff rooms should be minimised, although staff must still have a break of a reasonable length during the day.</p> <p>Measures for arriving at and leaving school Travel to school patterns differ greatly between schools. If those patterns allow, schools should consider staggered starts or adjusting start and finish times to keep groups apart as they arrive and leave school. Staggered start and finish times should not reduce the amount of overall teaching time. A staggered start may, for example, include condensing / staggering free periods or break time but retaining the same amount of teaching time, or keeping the length of the day the same but starting and finishing later to avoid rush hour. Schools should consider how to communicate this to parents and remind them about the process that has been agreed for drop off and collection, including that gathering at the school gates and otherwise coming onto the site without an appointment is not allowed. Schools should also have a process for removing face coverings when pupils and staff who use them arrive at school and communicate it clearly to them. Pupils must be instructed not to touch the front of their face covering during use or when removing them.</p> <p>They must wash their hands immediately on arrival (as is the case for all pupils), dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom. <u>Guidance on safe working in education, childcare and children's social care</u> provides more advice.</p>		<p>Caretaker will work in school 7.30am - 11.00am and from 2.00pm– 6.00pm around all areas of the school.</p> <p>Cleaning of toilets after use:</p> <ul style="list-style-type: none"> ● Following use of any toilet in the school buildings, cleaner will be asked to clean that area as soon as possible. ● After adult use - inform reception staff after use and same procedure will apply ● Sickbay / first aid area - disabled toilet will be used by pupils needing to use it whilst in the sickbay/first aid area. <p>Please note information throughout this document regarding cleaning of specific areas.</p> <ul style="list-style-type: none"> ● Admin staff - to be located in reception area. ● All non-classroom staff members will be expected to clean their areas after use - including telephone, keyboard and chair. These areas will be cleaned by the cleaner but this is an additional cleaning action. ● All deliveries to school - items to be taken into office and be to distribute ASAP - boxes/items to be wiped down before distribution. ● Staff and pupils should not be working away from their designated area unless their specific role allows for this. 	

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ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (Page 14 of 22) (R4)				DATE OF ASSESSMENT
HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES	✓ if in place X if not	IF 'X' STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES	RESIDUAL RISK RATING High, Medium, Low
	<p>Other considerations Some pupils with SEND (whether with education, health and care plans or on SEN support) will need specific help and preparation for the changes to routine that this will involve, so teachers and special educational needs coordinators should plan to meet these needs, for example using social stories.</p> <p>Supply teachers, peripatetic teachers and/or other temporary staff can move between schools. They should ensure they minimise contact and maintain as much distance as possible from other staff. Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual. Schools should consider how to manage other visitors to the site, such as contractors, and ensure site guidance on physical distancing and hygiene is explained to visitors on or before arrival. Where visits can happen outside of school hours, they should. A record should be kept of all visitors. Visitors to the school should be restricted to only absolute necessary visits.</p> <p>In primary schools and education settings teaching year 6 and below, there is no change to the existing position. It is not mandatory for staff and visitors to wear face coverings. In situations where social distancing between adults in settings is not possible (for example when moving around in corridors and communal areas), settings have the discretion to recommend the use of face coverings for adults on site, for both staff and visitors. Primary school children do not need to wear face coverings.</p> <p>School can request parents to wear face covering when entering site during drop off and pick up times, but this is not mandatory.</p>		<p>Staff are wearing masks/shields when in communal areas. SAs are wearing masks/shields/gloves when supporting children at lunchtimes.</p> <p>School has requested parents to wear face coverings at pick-up and drop-off times – there has been no negative responses.</p>	

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ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (Page 15 of 22) (R4)				DATE OF ASSESSMENT	
HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES	✓ if in place X if not	IF 'X' STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES	RESIDUAL RISK RATING High, Medium, Low	
	<p>In schools where pupils in year 7 and above are educated, face coverings should be worn by adults and pupils when moving around the premises, outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained.</p> <p>Where a child routinely attends more than one setting on a part time basis, for example because they are dual registered at a mainstream school and an alternative provision setting or special school, schools should work through the system of controls collaboratively, enabling them to address any risks identified and allowing them to jointly deliver a broad and balanced curriculum for the child.</p> <p>Equipment and resources are integral to education in schools. During the summer term, their use was minimised, many were moved out of classrooms, and there was significant extra cleaning. That position has now changed for the autumn term, because prevalence of coronavirus (COVID-19) has decreased and because they are so important for the delivery of education. For individual and very frequently used equipment, such as pencils and pens, it is recommended that staff and pupils have their own items that are not shared. Classroom based resources, such as books and games, can be used and shared within the bubble; these should be cleaned regularly, along with all frequently touched surfaces. Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.</p> <p>Outdoor playground equipment should be more frequently cleaned. This would also apply to resources used inside and outside by wraparound care providers. It is still recommended that pupils limit the amount of equipment they bring into school each day, to</p>		<p>PE lessons will take place and all RAs have been adhered to.</p>		

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ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (Page 16 of 22) (R4)				DATE OF ASSESSMENT
HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES	✓ if in place X if not	IF 'X' STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES	RESIDUAL RISK RATING High, Medium, Low
	<p>essentials such as lunch boxes, hats, coats, books, stationery and mobile phones. Bags are allowed. Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to pupil education and development. Similar rules on hand cleaning, cleaning of the resources and rotation should apply to these resources.</p> <p>Schools have the flexibility to decide how physical education, sport and physical activity will be provided whilst following the measures in their system of controls.</p> <p>Music, dance and drama can be undertaken in school so long as safety precautions are undertaken.</p>			
Risk of coronavirus infection spreading to children and staff due to lack of PPE	Read the guidance on safe working in education, childcare and children's social care for more information about preventing and controlling infection, including when, how PPE should be used, what type of PPE to use, and how to source it.	✓	<ul style="list-style-type: none"> • PPE is available for all to use if requested. • Instructional video emailed to staff. • All staff aware of RA and its content. • All staff to follow all advice within this document - control measures & actions. 	L
Failure to use test and trace leading coronavirus infection spreading to children and staff	<p>Schools must ensure they understand the NHS Test and Trace process and how to contact their local Public Health England health protection team. Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to:</p> <ul style="list-style-type: none"> • book a test if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit • provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace 	✓	<p>Procedure to be followed as identified by the LA and Government.</p> <p>PHE advice / guidance followed.</p> <p>QR Code visible at Main Entrance – can be used by visitors.</p> <p>All visitors give their name and mobile number to Office staff on arrival – arrival and departure times are noted.</p>	M

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ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (Page 17 of 22) (R4)	DATE OF ASSESSMENT
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HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES	✓ if in place X if not	IF 'X' STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES	RESIDUAL RISK RATING High, Medium, Low
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	<ul style="list-style-type: none"> self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19) <p>Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS testing and tracing for coronavirus website, or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing.</p> <p>The government will ensure that it is as easy as possible to get a test through a wide range of routes that are locally accessible, fast and convenient. We will release more details on new testing avenues as and when they become available and will work with schools so they understand what the quickest and easiest way is to get a test. By the autumn term, all schools will be provided with a small number of home testing kits that they can give directly to parents/carers collecting a child who has developed symptoms at school, or staff who have developed symptoms at school, where they think providing one will significantly increase the likelihood of them getting tested. Advice will be provided alongside these kits.</p> <p>Schools should ask parents and staff to inform them immediately of the results of a test:</p> <ul style="list-style-type: none"> if someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating. if someone tests positive, they should follow the 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection' and must continue to self-isolate for at 10 days from when your symptoms started, or when your test was taken and then return to school only if they do not have symptoms other than cough or loss of 			
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ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (Page 18 of 22) (R4)				DATE OF ASSESSMENT
HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES	✓ if in place X if not	IF 'X' STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES	RESIDUAL RISK RATING High, Medium, Low
	<p>sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day when they first became ill or when your test was taken. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 10 days.</p> <p>Local PH contacts:</p> <ul style="list-style-type: none"> • The Covid inbox should be used in the first instance to direct any queries, as well as any information regarding any suspected or confirmed cases to COVID@southtyneside.gov.uk This inbox is monitored 7 days a week by the public health team. • Public Health England (North East and Yorkshire Region) 0300 303 8596 • Claire Mawson, Senior Public Health Advanced Practitioner claire.mawson@southtyneside.gov.uk 07776 992033 (part-time Monday-Wednesday am) • Sam Start, Senior Public Health Advanced Practitioner samantha.start@southtyneside.gov.uk 07776997869 (Wednesday pm-Friday) 			
Failure to manage confirmed cases of coronavirus (COVID-19) amongst the school community	<p>Schools must take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19). Schools should contact the local health protection team. This team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace.</p> <p>The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the</p>	✓	<p>All procedures will be adhered to in-line with the NHS Test and Trace and Gov.uk protocol.</p> <p>QR Code visible at Main Entrance – can be used by visitors.</p> <p>All visitors give their name and mobile number to Office staff on arrival – arrival and departure times are noted.</p>	M

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ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (Page 19 of 22) (R4)				DATE OF ASSESSMENT
HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES	✓ if in place X if not	IF 'X' STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES	RESIDUAL RISK RATING High, Medium, Low
	<p>period that they were infectious, and ensure they are asked to self-isolate.</p> <p>The health protection team will work with schools in this situation to guide them through the actions they need to take. Based on the advice from the health protection team, schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. Close contact means:</p> <ul style="list-style-type: none"> • 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 <p>The health protection team will provide definitive advice on who must be sent home. To support them in doing so, we recommend schools keep a record of pupils and staff in each group, and any close contact that takes places between children and staff in different groups (see section 5 of system of control for more on grouping pupils). This should be a proportionate recording process. Schools do not need to ask pupils to record everyone they have spent time with each day or ask staff to keep definitive records in a way that is overly burdensome.</p> <p>A template letter will be provided to schools, on the advice of the health protection team, to send to parents and staff if needed.</p>			

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ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (Page 20 of 22) (R4)				DATE OF ASSESSMENT	
HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES	✓ if in place X if not	IF 'X' STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES	RESIDUAL RISK RATING High, Medium, Low	
	<p>Schools must not share the names or details of people with coronavirus (COVID-19) unless essential to protect others.</p> <p>Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period they should follow ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’. They should get a test, and:</p> <ul style="list-style-type: none"> • if the test delivers a negative result, they must remain in isolation for the remainder of the 14-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining days. • if the test result is positive, they should inform their setting immediately, and must isolate for at least 10 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 10-day isolation period). Their household should self-isolate for at least 10 days from when the symptomatic person first had symptoms, following ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’ <p>Schools should not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation.</p> <p>Further guidance is available on testing and tracing for coronavirus (COVID-19).</p> <p>Local PH contacts:</p> <ul style="list-style-type: none"> • The Covid inbox should be used in the first instance to direct any queries, as well as any information regarding any 				

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ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (Page 21 of 22) (R4)				DATE OF ASSESSMENT
HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES	✓ if in place X if not	IF 'X' STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES	RESIDUAL RISK RATING High, Medium, Low
	<p>suspected or confirmed cases to COVID@southtyneside.gov.uk This inbox is monitored 7 days a week by the public health team.</p> <ul style="list-style-type: none"> Public Health England (North East and Yorkshire Region) 0300 303 8596 Claire Mawson, Senior Public Health Advanced Practitioner claire.mawson@southtyneside.gov.uk 07776 992033 (part-time Monday-Wednesday am) Sam Start, Senior Public Health Advanced Practitioner samantha.start@southtyneside.gov.uk 07776997869 (Wednesday pm-Friday) 			
Failure to contain any outbreak by following local health protection team advice	<p>If schools have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak, and must continue to work with their local health protection team who will be able to advise if additional action is required.</p> <p>In some cases, health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure – perhaps the whole site or year group. If schools are implementing controls from this list, addressing the risks they have identified and therefore reducing transmission risks, whole school closure based on cases within the school will not generally be necessary, and should not be considered except on the advice of health protection teams.</p> <p>In consultation with the local Director of Public Health, where an outbreak in a school is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who has tested positive. Testing will first focus on the person's class, followed by their year group, then the whole school if necessary, in line with routine public health outbreak control practice.</p>	✓	<p>All procedures will be adhered to in-line with the NHS Test and Trace and Gov.uk protocol.</p> <p>QR Code visible at Main Entrance – can be used by visitors. All visitors give their name and mobile number to Office staff on arrival – arrival and departure times are noted.</p>	M

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ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (Page 22 of 22) (R4)				DATE OF ASSESSMENT
HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES	✓ if in place X if not	IF 'X' STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES	RESIDUAL RISK RATING High, Medium, Low
Risk of coronavirus infection spreading due to use of transport	<p>Adjust transport arrangements where necessary including:</p> <ul style="list-style-type: none"> encourage parents and children and young people to walk or cycle to their education setting where possible make sure schools, parents and young people follow the <u>Coronavirus (COVID-19): safer travel guidance for passengers</u> when planning their travel ensure that transport arrangements cater for any changes to start and finish times communicating revised travel plans clearly to contractors, local authorities and parents where appropriate (for instance, to agree pick-up and drop-off times) <p>Dedicated school transport, including statutory provision Pupils on dedicated school services do not mix with the general public on those journeys and tend to be consistent. This means that the advice for passengers on public transport to adopt a social distance of two metres from people outside their household or support bubble, or a 'one metre plus' approach where this is not possible, will not apply from the autumn term on dedicated transport. The approach to dedicated transport should align as far as possible with the principles underpinning the system of controls set out in this document and with the approach being adopted for your school. It is important to consider:</p> <ul style="list-style-type: none"> how pupils are grouped together on transport, where possible this should reflect the bubbles that are adopted within school use of hand sanitiser upon boarding and/or disembarking additional cleaning of vehicles organised queuing and boarding where possible distancing within vehicles wherever possible the use of face coverings for children over the age of 11, where appropriate, for example, if they are likely to come into very close contact with people outside of their group or who they do not normally meet 			

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ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (Page 23 of 22) (R4) **DATE OF ASSESSMENT**

HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES	✓ if in place X if not	IF 'X' STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES	RESIDUAL RISK RATING High, Medium, Low
	<p>The government is currently evaluating this position and will set out next steps shortly.</p> <p>Wider public transport STC are currently working with transport providers and schools to plan safe, consistent transport for all staff and pupils.</p> <p>Families using public transport should refer to the safer travel guidance for passengers.</p> <p>During national lockdown journeys should only be made for education or childcare, for work purposes, to exercise outdoors or visit an outdoor public place, for visiting venues that are open, for a medical reason, such as taking someone to hospital</p> <p>It is recommended that any educational visits should not take place during a national lockdown.</p>			
Risk of coronavirus infection spreading to shielded and clinically vulnerable adults	<p>Where schools apply the full measures in the Government guidance and the Building and School RAs, the risks to all staff will be mitigated significantly, including those who are extremely clinically vulnerable and clinically vulnerable. We expect this will allow most staff to return to the workplace, although we advise those in the most at risk categories to take particular care while community transmission rates continue to fall.</p> <p>Advice for those who are clinically-vulnerable, including pregnant women, is available.</p> <p>Those individuals who are clinically extremely vulnerable are advised to work from home and not to go into work. Individuals in this group</p>	✓	<ul style="list-style-type: none"> ● HT will follow all advice given by Government and LA HR on who can return to work and who should remain at home. ● Staff rota in place – all staff aware of when they are expected to work in the school building. ● All staff have been informed that if they wish to attend school building and they are not on the rota that day, they must seek permission from HT before doing so. ● Remote working will be completed where possible. 	L

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ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (Page 24 of 22) (R4)				DATE OF ASSESSMENT
HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES	✓ if in place X if not	IF 'X' STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES	RESIDUAL RISK RATING High, Medium, Low
	<p>will have been identified through a letter from the NHS or from their GP, and may have been advised to shield in the past. Staff should talk to their employers about how they will be supported, including to work from home where possible, during the period of national restrictions.</p> <p>All other staff should continue to attend work, including those living in a household with someone who is clinically extremely vulnerable.</p> <p>Individuals who were considered to be clinically extremely vulnerable and received a letter advising them to shield are now advised that they can return to work from 1 August as long as they maintain social distancing. Advice for those who are extremely clinically vulnerable can be found in the guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19.</p> <p>School leaders should be flexible in how those members of staff are deployed to enable them to work remotely where possible or in roles in school where it is possible to maintain social distancing. Further details will be sent to all schools and available on the Intranet.</p> <p>Staff and children who are clinically vulnerable or have underlying health conditions but are not clinically extremely vulnerable, may continue to attend school in line with current guidance.</p> <p>People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace.</p>		<ul style="list-style-type: none"> ● HT has called all staff who cannot work during this period due to health concerns. ● Where shielding is required, copy of government letter presented and are not expected to work in school building. Staff members to keep HT up to date with developments. ● Other staff members with vulnerable health concerns have been encouraged to work at home where this is available. ● If working on school premises, SD must be adhered to. PPE and cleaning products available to all. ● RA to be shared with all school staff (06.01.21); asking all staff members to read the document and reply to say they have done so. Even if a staff member does not reply to say they have read the document, it will be assumed that they have done so and are willing to follow all guidelines outlined. It is felt that as part of the staff team of St Bede's RC Primary School, it is staff's professional responsibility to read this document. ● If a staff member does not agree with any part of the RA, they are to email the HT with their concerns. These will be discussed with HT and other SLT and answer given as soon as possible. ● Staff have been and will continue to be given opportunity to raise any concerns they have around their safety via the HT. 	

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ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (Page 25 of 22) (R4)				DATE OF ASSESSMENT
HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES	✓ if in place X if not	IF 'X' STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES	RESIDUAL RISK RATING High, Medium, Low
			<ul style="list-style-type: none"> All affected staff members have been kept up to date with developments and have spoken to HT 	
<p>Risk of coronavirus infection spreading to shielded and clinically vulnerable persons via pupil or staff attending school</p>	<p>More evidence has emerged that shows there is a very low risk of children becoming very unwell from coronavirus (COVID-19), even for children with existing health conditions. Most children originally identified as clinically extremely vulnerable no longer need to follow original shielding advice. Parents should be advised to speak to their child's GP or specialist clinician if they have not already done so, to understand whether their child should still be classed as clinically extremely vulnerable.</p> <p>Those children whose doctors have confirmed they are still clinically extremely vulnerable are advised not to attend education whilst the national restrictions are in place. Schools will need to make appropriate arrangements to enable them to continue their education at home.</p> <p>Children who live with someone who is clinically extremely vulnerable, but who are not clinically extremely vulnerable themselves, should still attend education.</p> <p>Parents of clinically extremely vulnerable children will be receiving a letter shortly confirming this advice.</p> <p>Pupils who are shielding or self-isolating We now know much more about coronavirus (COVID-19) and so in future there will be far fewer children and young people advised to shield whenever community transmission rates are high. Therefore,</p>	✓	<p>Audit of parents undertaken. All parents were asked (05.01.21):</p> <p>(a) have your household circumstances changed - i.e. you have been asked to return to work - and you need a place at school for your child due to childcare issues; and</p> <p>(b) if you were offered a place at school for your child, would you accept it?</p> <p>All parents asking for a place for their child - the pupil was risk assessed, taking into account any health issues within their family at present before offering a school place.</p> <p>All parents informed of requirements within school and informed if their child cannot or will not follow procedures put in place, we will discuss this with parents and actions taken. Covid-19 Protocol added to website.</p> <p>Pupils not taking up a place will be encouraged to continue learning with school's weekly home learning uploads. Remote Learning through Seesaw will be closely monitored. Daily tasks are uploaded and checked by class teacher. Parents and children with limited engagement will be challenged. Parents requesting paper-</p>	

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ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (Page 26 of 22) (R4)				DATE OF ASSESSMENT
HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES	✓ if in place X if not	IF 'X' STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES	RESIDUAL RISK RATING High, Medium, Low
	<p>the majority of pupils will be able to return to school. You should note however that:</p> <ul style="list-style-type: none"> a small number of pupils will still be unable to attend in line with public health advice because they are self-isolating and have had symptoms or a positive test result themselves; or because they are a close contact of someone who has coronavirus (COVID-19) shielding advice for all adults and children will pause on 1 August, subject to a continued decline in the rates of community transmission of coronavirus (COVID-19). This means that even the small number of pupils who will remain on the shielded patient list can also return to school, as can those who have family members who are shielding. Read the current advice on shielding if rates of the disease rise in local areas, children (or family members) from that area, and that area only, will be advised to shield during the period where rates remain high and therefore they may be temporarily absent (see below). some pupils no longer required to shield but who generally remain under the care of a specialist health professional may need to discuss their care with their health professional before returning to school (usually at their next planned clinical appointment). You can find more advice from the Royal College of Paediatrics and Child Health at COVID-19 - 'shielding' guidance for children and young people. <p>Where a pupil is unable to attend school because they are complying with clinical and/or public health advice, we expect schools to be able to immediately offer them access to remote education. Schools should monitor engagement with this activity (as set out in the section below).</p> <p>Where children are not able to attend school as parents are following clinical and/or public health advice, absence will not be penalised.</p>		<p>based work will be asked about the Devices they are using – support will be given for IT</p> <p>SLT will continue to call our vulnerable pupils weekly to check in on them and ensure all is well.</p> <p>All safeguarding concerns will continue to be reported to the school's DSL for action.</p>	

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ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (Page 27 of 22) (R4)			DATE OF ASSESSMENT	
HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES	✓ if in place X if not	IF 'X' STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES	RESIDUAL RISK RATING High, Medium, Low
Reference Documents: Further information can be found at: Actions for education & childcare settings to prepare for wider opening from 1 June 2020 e-Bug COVID-19: cleaning of non-healthcare settings guidance symptoms of coronavirus staying at home guidance guidance-to-educational-settings-about-covid-19 COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable staying-at-home-and-away-from-others Early Years Foundation Stage covid-19-guidance-for-the-public-on-mental-health-and-wellbeing Coronavirus (COVID-19): safer travel guidance for passengers social-distancing guidelines https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2/early-years-foundation-stage-coronavirus-disapplications PPE COVID-19: guidance for households with possible coronavirus infection PHE schools resources Working safely during coronavirus				
ASSESSED BY (Print name) Moya Rooney			SIGNED M. Rooney	DATE 13.11.2020 05.01.2021
LINE MANAGER D Brabbs			SIGNED D. Brabbs	REVIEW DATE

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ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (Page 28 of 22) (R4)					DATE OF ASSESSMENT				
HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES				✓ if in place X if not	IF 'X' STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES			RESIDUAL RISK RATING High, Medium, Low

TIMETABLE FOR AUTUMN TERM 2020

1	Class	<u>Nursery</u>	<u>Reception</u>	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Year 4</u>	<u>Year 5</u>	<u>Year 6</u>
3	Staff	KM/RW	EB/TS/LB	LM/SG	LS/ MR	SH/CW/GR/AM/ MH	JR/SH/AM	KJ/AP/AM	MB/GC/AM
4	Entrance/Exit	Pupil Entrance 1 Nursery door Exit: One-way system	Pupil Entrance 1 Reception door Exit: One-way system	Pupil Entrance 2 Main door entrance Exit: One-way system	Pupil Entrance 2 Main door entrance Exit: One-way system	Pupil Entrance 3 Back Door (Near) Exit: One-way system	Pupil Entrance 3 Back Door (Near) Exit: One-way system	Pupil Entrance 4 Back door entrance (far) Exit: One-way system	Pupil Entrance 4 Back door entrance (far) Exit: One-way system
		Start time: 8:50am- 9:00am Finish time: 12:00pm	Start time: 9:00am- 9:10am Finish time: 3:15pm	Start time: 8.50am-9.00am Finish time: 3:00pm	Start time: 9:00am-9:10am Finish time: 3:15pm	Start time: 8:50am-9:00am Finish time: 3:00pm	Start time: 9:00am-9:10am Finish time: 3:15pm	Start time: 8:50am-9:00am Finish time: 3:00pm	Start time: 9:00am-9:10am Finish time: 3:15pm
6	Break Time 1(+toilet and hand wash)		10:00am-10:15am	10:15am-10:30am	10:15am – 10:30am	10:15am-10:30am	10:15am-10:30am	10:35am-10:50am	10:35am– 10:50am
	Break-Time (Area)		KS1 Yard	KS1 Yard	KS1 Yard	KS2 Yard/ Field	KS2 Yard/ Field	KS2 Yard/ Field	KS2 Yard/ Field
7	Lunch To be confirmed 06.01.2021	N/A	11.20-12.20 (11.40- 12.20 Yard)	11.30-12.30 (11.30-11.50 Hall) 11.50-12.30 Yard)	12.10-1.10 (12.10-12.30 Hall 12.30- 1.10 – Yard)	11.45 – 12.45 (12.45-12.05 Hall 12.05-12.45 Yard)	11.50-12.50 (11.50-12.10Yard 12.10-12.30 Hall 12.30-12.50 Yard)	12.30-1.30 (12.30-12.50 Hall 12.50-1.30 Yard)	12.30-1.30 (12.30-12.50 Hall 12.50-1.30 Yard)

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ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (Page 29 of 22) (R4)								DATE OF ASSESSMENT	
HAZARDS (including inadequate / lack of arrangements)		EXISTING CONTROL MEASURES				✓ if in place X if not	IF 'X' STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES		RESIDUAL RISK RATING High, Medium, Low
		N/A	KS1 Yard	KS1 Yard	KS1 Yard	KS2 Yard/ Field	KS2 Yard/ Field	KS2 Yard/ Field	KS2 Yard/ Field
8	Break Time 1(+toilet and hand wash)	N/A	1:30pm-1:45pm KS1 Yard	1:45pm-2:00pm KS1 Yard	1:45pm-2:00pm KS1 Yard	1:50pm-2:05pm	1:50pm-2:05pm	Discretionary	Discretionary

September – December 2020

Group	Times	Hall	Yard	Area	Lunch-time Supervisor
Reception	11.20 – 12.20	11.20 - 11.40	11.40-12.20	KS1	T. Taylor / D. Hiscock /L. Underwood
Year 1	11.30 - 12.30	11.30 – 11.50	11.50 – 12.30	KS1	
Year 2	11.45 - 12.45	11.45 – 12.05	12.05 – 12.45	KS1	
Years 3 /4	11.50 - 12.50	12.10 - 12,30	11.50 - 12.10 / 12.30-12.59	KS2 Yard/ Field	V. Kelly / S Kirkham
Years 5/6	12.35 – 1.35	12.35 – 12.55	12.55-1.35	KS2/ Field	T. Dunn /

06.01.2021 Times to be Reviewed:

Group	Times	Hall	Yard	Area	Lunch-time Supervisor
Reception	11.30 – 12.30	11.30 - 12.00	11.50-12.30	KS1	T. Taylor / D. Hiscock /L. Underwood
Year 1	11.35 - 12.35	11.35 – 11.55	11.55 – 12.35	KS1	
Year 2	11.40 - 12.40	11.40 – 12.00	12.00 – 12.45	KS1	
Years 3 /4	11.45 - 12.35	11.45 – 12.00	12.00 – 12.35	KS2 Yard/ Field	V. Kelly / S Kirkham
Years 5/6	12.00 – 1.00	12.00 – 12.15	12.15 – 1.00	KS2/ Field	T. Dunn /

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ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (Page 30 of 22) (R4)				DATE OF ASSESSMENT	
HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES	✓ if in place X if not	IF 'X' STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES	RESIDUAL RISK RATING High, Medium, Low	
Conducting Staff Lateral Flow (Rapid Flow) Tests	<p>It remains imperative that the system of controls continues to be rigorously applied to enable the safest possible environment. The testing programme is an important addition to supporting leaders to maintain the continuity of education through the pandemic.</p> <p>All primary schools, school-based nurseries and maintained nursery schools will start to receive deliveries of home testing kits to offer to all their staff from 18 January.</p> <p>Primary, school-based nursery and maintained nursery staff will be supplied with lateral flow device (LFD) test kits to self-swab. Staff will be asked to take their test kits home and carry out the test twice a week. The LFD test will give a result in around 30 minutes. Staff must report their result to NHS Test and Trace as soon as the test is completed either online or by telephone as per the instructions in the home test kit. Staff should also share their result with their school or nursery to help with contact tracing.</p> <p>Testing is not mandatory for staff and staff do not need to provide proof of a negative test result to attend school or nursery in person, although participation in testing is strongly encouraged.</p> <p>Staff taking part in the testing must complete the consent form.</p> <p>Privacy notice to be shared with all staff.</p> <p>Staff to following the instructions and storage guidance provided with the testing kit.</p>				

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ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (Page 31 of 22) (R4)	DATE OF ASSESSMENT
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HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES	✓ if in place X if not	IF 'X' STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES	RESIDUAL RISK RATING High, Medium, Low
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	<p>Staff to carefully dispose of the test device and equipment in their household rubbish. This maybe subject to change based on any future waste disposal guidance.</p> <p>Staff with a positive LFD test result will need to self-isolate in line with the stay-at-home guidance. They will also need to arrange a polymerase chain reaction (PCR) test to confirm the result. Staff with a negative LFD test result can continue to attend school or nursery and use protective measures. https://www.gov.uk/get-coronavirus-test</p> <p>The asymptomatic testing programme does not replace the current testing policy for those with symptoms. Anyone with symptoms (even if they recently had a negative LFD test result), should still self-isolate immediately according to government guidelines.</p> <p>Those with symptoms are also expected to order a test online or visit a test site to take a polymerase chain reaction (PCR) test to check if they have the virus.</p> <p>Staff can view online training webinars including how to administer the test:</p> <p>https://www.youtube.com/watch?v=35N_ALNizBw&feature=youtu.be https://youtu.be/Wgsq93DBuUY https://youtu.be/LAH7UVpxYo8</p> <p>Further information can be found: https://www.gov.uk/government/publications/coronavirus-covid-19-asymptomatic-testing-for-staff-in-primary-schools-and-nurseries/rapid-asymptomatic-coronavirus-covid-19-testing-for-staff-in-primary-schools-school-based-nurseries-and-maintained-nursery-schools https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/950515/Schools_Colleges_Testing_Handbook_revised_04012021.pdf</p>			
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ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (Page 32 of 22) (R4)	DATE OF ASSESSMENT
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HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES	✓ if in place X if not	IF 'X' STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES	RESIDUAL RISK RATING High, Medium, Low
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	<p>Primary and Secondary: for 8 March whole school return</p> <p>Schools coronavirus operational guidance Feb 21.pdf</p> <p>The new guidance and main points: wearing of face coverings in classrooms for secondary school pupils and staff. Face coverings to be worn by visitors and staff into primary schools while in communal areas, before it was just head teacher discretion. A phased return in the first week for secondary schools due to the testing programme and home testing. Also wrap around provision can be offered again.</p> <p>Face Coverings. Ensure face coverings are used in recommended circumstances Where pupils in year 7 (which would be children who were aged 11 on 31 August 2020) and above are educated, we recommend that face coverings should be worn by adults and pupils when moving around the premises, outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained. Face coverings do not need to be worn by pupils when outdoors on the premises.</p> <ul style="list-style-type: none"> • In addition, we now also recommend in those schools, that face coverings should be worn in classrooms or during activities unless social 			
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ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (Page 33 of 22) (R4)				DATE OF ASSESSMENT
HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES	✓ if in place X if not	IF 'X' STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES	RESIDUAL RISK RATING High, Medium, Low
	<p>distancing can be maintained. This does not apply in situations where wearing a face covering would impact on the ability to take part in exercise or strenuous activity, for example in PE lessons.</p> <ul style="list-style-type: none"> • In primary schools, we recommend that face coverings should be worn by staff and adult visitors in situations where social distancing between adults is not possible (for example, when moving around in corridors and communal areas). Children in primary school do not need to wear a face covering. We are taking this additional precautionary measure for a limited time during this period of high coronavirus (COVID-19) prevalence in the community. These measures will be in place until Easter. As with all measures, we will keep it under review and update guidance at that point. <p>Testing. For information Secondary school testing on-site through an Asymptomatic Testing Site (ATS) Secondary schools should offer pupils testing at an on-site ATS from 8 March. Testing and return of pupils can be phased during the first week to manage the number of pupils passing through the test site at any one time. You should offer 3 tests, 3 to 5 days apart. You have the flexibility to consider how best to deliver testing on a phased basis</p>			

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ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (Page 34 of 22) (R4)				DATE OF ASSESSMENT
HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES	✓ if in place X if not	IF 'X' STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES	RESIDUAL RISK RATING High, Medium, Low
	<p>from 8 March, depending on your circumstances and local arrangements, but you should prioritise vulnerable children and children of critical workers, and year groups 10 to 13. Pupils should return to face-to-face education following their first negative test result. Pupils not undergoing testing should attend school in line with your phased return arrangements. Schools will have discretion on how to test students over that week as they return to the classroom. Testing is voluntary. If consent is provided, pupils will be asked to self-swab at the on-site ATS and after 30 minutes they should be informed of their results.</p> <p>Home testing Both pupils and staff in secondary schools will be supplied with LFD test kits to self swab and test themselves twice a week at home. Staff and pupils must report their result to NHS Test and Trace as soon as the test is completed either online or by telephone as per the instructions in the home test kit. Staff and pupils should also share their result, whether void, positive or negative, with their school to help with contact tracing. Pupils aged 18 and over should self-test and report the result, with assistance if needed. Adolescents aged 12 to 17 should self-test and report with adult supervision. The adult may conduct the test if necessary. Children aged 11 attending a secondary school should be tested by an adult. Staff or pupils with a positive LFD test result will need to self-isolate in line with the stay-at-home guidance. They will also need to arrange a lab-based polymerase chain</p>			

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ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (Page 35 of 22) (R4)				DATE OF ASSESSMENT	
HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES	✓ if in place X if not	IF 'X' STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES	RESIDUAL RISK RATING High, Medium, Low	
	<p>reaction (PCR) test to confirm the result if the test was done at home. Those with a negative LFD test result can continue to attend school and use protective measures</p> <p>Primary schools Staff in primary schools will continue to test with LFDs twice a week at home, as per existing guidance on testing for staff in primary schools and nurseries.</p> <p>Wraparound provision and extra-curricular activity From 8 March, you should work to resume all your before and after-school educational activities and wraparound childcare for your pupils, where this provision is necessary to support parents to work, attend education and access medical care, and is as part of pupil's wider education and training.</p> <p>Face Coverings. Ensure face coverings are used in recommended circumstances. Where pupils and students in year 7 (which would be pupils and students who were aged 11 or over on 31 August 2020) and above are educated, we recommend that face coverings should be worn by adults and pupils or students when moving around the premises outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained. Face coverings do not need to be worn by</p>				

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ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (Page 36 of 22) (R4)				DATE OF ASSESSMENT
HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES	✓ if in place X if not	IF 'X' STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES	RESIDUAL RISK RATING High, Medium, Low
	<p>pupils or students when outdoors on the premises. In addition, we now also recommend in those schools that face coverings should be worn in classrooms/during activities unless social distancing can be maintained. This does not apply in situations where wearing a face covering would impact on the ability to take part in exercise or strenuous activity, for example in PE lessons. More information can be found in the face coverings guidance. We are taking this additional precautionary measure for a limited time during this period of high coronavirus (COVID-19) prevalence in the community. These measures will be in place until Easter. As with all measures, we will keep it under review and update guidance at that point.</p> <ul style="list-style-type: none"> • In primary schools, face coverings should be worn by staff and adult visitors in situations where social distancing between adults is not possible (for example, when moving around in corridors and communal areas). • Children in primary school do not need to wear a face covering. • Transparent face coverings which may assist communication with someone who relies on lip reading, clear sound or facial expression to communicate can also be worn. There is currently limited evidence regarding the effectiveness or safety of transparent face 			

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ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (Page 37 of 22) (R4)	DATE OF ASSESSMENT
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HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES	✓ if in place X if not	IF 'X' STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES	RESIDUAL RISK RATING High, Medium, Low
	<p>coverings, but they may be more effective in reducing the spread of coronavirus (COVID19) than not wearing a face covering at all. Those who rely on visual signals for communication, or speak to or provide support to such individuals, are currently also exempt from any requirement to wear face coverings in schools or in public places. Face visors or shields should not be worn as an alternative to face coverings. They may protect against droplet spread in specific circumstances but are unlikely to be effective in preventing aerosol transmission. In an education setting environment they are unlikely to offer appropriate protection to the wearer.</p> <ul style="list-style-type: none"> • Exemptions • Some individuals are exempt from wearing face coverings. • This applies to those who: • cannot put on, wear or remove a face covering because of a physical impairment or disability, illness or mental health difficulties • speak to or provide help to someone who relies on lip reading, clear sound or facial expression to communicate The same exemptions will apply in education and childcare settings and you should be sensitive to those needs, noting that some people are less able to wear face coverings and 			

The risk assessment templates are intended as a starting point to consider the steps you may need to take to control the risks. It is unlikely that they will be appropriate for each individual school and they should therefore be adapted for your own specific circumstances. The manager/Head must develop them taking into account individual requirements and using any specific manufactures guidelines/instructions.

ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (Page 38 of 22) (R4)				DATE OF ASSESSMENT
HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES	✓ if in place X if not	IF 'X' STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES	RESIDUAL RISK RATING High, Medium, Low
	that the reasons for this may not be visible to others.			

Updated 02/03/21