

## Overview

This document is a template that can be used to help managers to develop a task-based risk assessment in relation to COVID-19. Below is a list of recommended control measures which can be used in the development of the task-based risk assessment or deleted if not applicable. These are not explicit requirements that need to be implemented for each work activity but should be used as guidance and good practice. The task-based assessment should be completed by managers and should include the specific control measures to ensure the health, safety and welfare of employees and others affected by work activities.

Managers are responsible for monitoring the advice and guidance available on the HUB ensuring Risk Assessments and Safe Working Practices are updated where applicable and cascade through to employees.

All employees should receive a copy and an overview of the risk assessments specific to their work activities. This will enable employees to ask relevant questions, raise any concerns and will help managers be able to demonstrate the employees understanding of the risk assessment.

Additional information on roles and responsibilities are included in the [Education & Childcare Covid-19 Code of Practice](#) available on the hub Help and Support is available with the development of your risk assessment through the [HROD-Safety@sunderland.gov.uk](mailto:HROD-Safety@sunderland.gov.uk)

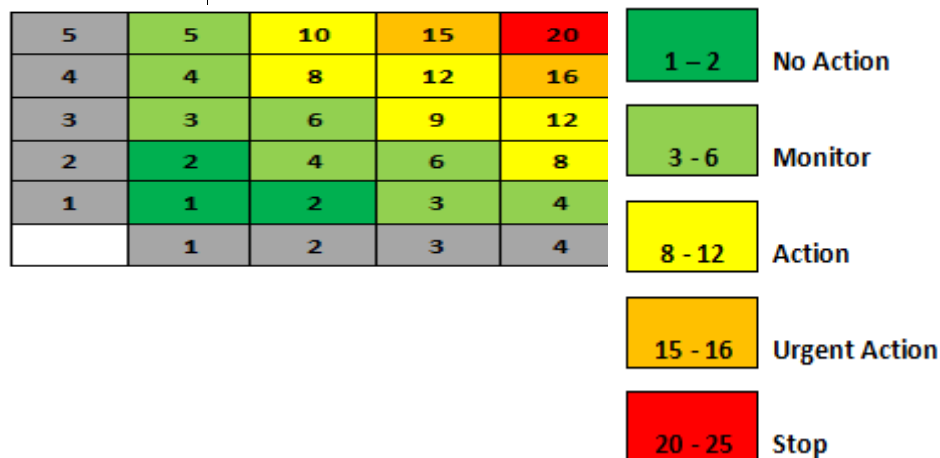
# Risk Assessment



<b>Work Activity/ Hazard:</b>	<b>Schools COVID-19 Operational Risk Assessment (v.2)</b>	<b>Directorate</b>	Children's Services: Together for Children	<b>Section:</b>	Education & Childcare settings: Schools
<b>Date of Assessment:</b>	24th February 2021	<b>Date to be Reviewed:</b>	29 <sup>th</sup> March 2021		

<b>Likelihood</b>	<b>Severity</b>
1 – Very Unlikely	1 – Insignificant
2 – Unlikely	2 – Minor
3 – Fairly Likely	3 – Moderate
4 – Likely	4 – Major
5 – Very Likely	5 – Catastrophic

LIKELIHOOD



SEVERITY

What are the hazards?	Who might be harmed and how?	What precautions or existing control measures are presently taken.	Likelihood	Severity	Risk Rating L x S	If High or Medium Risk, what additional precautions or control measures need to be taken to reduce risk to as low as	Likelihood	Severity	Residual Risk L x S
<b>Schools COVID-19 Operational Risk Assessment (v.1)</b> (based on government guidance issued February 2021) <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures">Schools coronavirus (COVID-19) operational guidance (publishing.service.gov.uk)</a> <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures">https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures</a>									
Spread of COVID-19	<p>Employees, children/learners, contractors, visitors, members of the public, family members</p> <p>Contracting Coronavirus</p>	<p>Minimise Contact – (avoid contact with anyone with symptoms or signs of infection)</p> <p>People who have 1 or more symptom of Covid, have tested positive or a member of their household (or support/childcare bubble) has Covid-19 symptoms must not come into school. Persons who are ill must stay home and follow current government guidance on self-isolation.</p> <p>If anyone in your school develops a new and 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 to begin isolation - the isolation period includes this day. Advise them to arrange a test as soon as possible - follow current isolation guidelines along with other members of their household.</p>	2	5	10	<p>Parent/Carers were emailed an <b>'INFORMATION FOR PARENTS REGARDING REOPENING FOR ALL PUPILS IN SEPTEMBER 2020</b> document, detailing the current government guidance on minimising contact and the prevention of the spread of COVID19. This can also be found on the website along with current guidance:</p> <p><a href="https://www.usworthcolliery.co.uk/parents/information-september-2020">https://www.usworthcolliery.co.uk/parents/information-september-2020</a></p> <p>Posters displayed in windows and corridors detailing symptoms and advising people who are displaying any of the symptoms must stay home and follow current guidance.</p>	1	5	5

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		<p>if a pupil displays coronavirus (COVID-19) symptoms, or has a positive test, while at their school they should avoid using public transport and wherever possible, be collected by a member of their family or household</p> <p>where collection is not possible, if age appropriate the pupil may walk or cycle home following a positive test in school or alternative arrangements are to be made by the school.</p> <p>Pupils awaiting collection should wait in a room behind a closed door if possible or a space 2 metres from other people – depending on age &amp; needs suitable adult supervision may be required.</p> <p>When working with children and young people who cough, spit or vomit but do not have coronavirus (COVID-19) symptoms, only any PPE that would be routinely worn, should be worn.</p> <p>Personal protective equipment (PPE) must be worn by staff caring for the pupil while they await</p>	2	5	10	<p>The Headteacher's (HT) office is to be used as the isolation area. The room can be well ventilated, and the space allows the accompanying member of staff wearing PPE to be positioned safely outside of the office, whilst being able to constantly monitor the unwell individual.</p> <p>Room to be closed off once vacated and cleaning contractor to be advised. No access to room to be made prior to deep clean. This will be communicated by poster and barrier to entrance of door.</p>	1	5	5

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		<p>collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs) - information on PPE use can be found in <a href="https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care">https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care</a></p> <p>Staff must follow government guidance on close contacts should the isolated pupil test positive or Staff members are contacted by Test &amp; Trace</p> <p>Promote frequent hand cleaning and good hygiene practices including respiratory hygiene “catch it, bin it, kill it”, not touching faces, nose, mouth, bins.</p> <p>Washing hands before and after eating.</p> <p>Encourage young children to practice good and regular hygiene habits possibly via poems, rhymes and games.</p> <p>Provide bins and empty contents at</p>				<p>PPE is stored in KS1 and KS2 first aid boxes along with doffing/donning guidance. First Aid staff to keep check</p> <p>Catch it, bin it, kill it posters displayed in classrooms above lidded bins for safe disposal of tissues and hand towels.</p>			

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		<p>regular intervals</p> <p>An Enhanced Cleaning Programme is in place with site cleaning teams and cleaning contractors. Documented and shared with relevant persons. Regular and increased cleaning –cleaning of frequently touched surfaces with soapy water/ appropriate detergent.</p> <p>Sufficient handwashing facilities available. Where there are no facilities nearby, hand sanitisers to be provided.</p> <p>Active engagement with NHS Test &amp; Trace.</p> <p>The Isolation room/area used must be cleaned before re-use. A trained person/contractor wearing suitable PPE can clean immediately or where possible the room/area can be locked up/allow no access for 72 hours before cleaning</p>				<p>Bins will be emptied every lunchtime and at the end of the day by cleaning staff. Waste is double bagged and disposed of in the outdoor bin storage. New bin liner fitted after each emptying of waste.</p> <p>Pupils to use clean tissue to push open lid to dispose of their waste. Pupils must then be told to wash their hands thoroughly immediately. Additional cleaning will continue to take place over lunchtime provided by our current cleaning staff in addition to the evening cleans. Lunchtime cleaning will include cleaning of toilets, touch points, desks and emptying/cleaning of bins.</p> <p>Any areas not routinely in use must be noted in the cleaning communication book or office staff informed so that cleaning staff are aware at beginning of shift to include these areas in their cleaning regime.</p> <p>In addition to the Isolation Room (HT office) being locked and a poster displayed communicating that the room has been used, the</p>			

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						<p>cleaning staff MUST be made aware prior to their cleaning shift starting that the room has been in use. Also cleaning staff to be advised which classroom/area child has used prior to isolation.</p> <p>Soap dispensers have been fitted to every classroom above sink area.</p> <p>Dispensers and hand towels are restocked each evening and during the day as required.</p> <p>Each classroom has a 'sanitation station' which consists of tissues and hand sanitiser. A surplus stock of towels and tissues are situated in the corridor outside of year group for staff to replenish stock during day if required.</p> <p>A GDPR protected signing in book is located outside of the main office for any visitors/contractors to sign in. It captures the contact number and address of visitor. The data held will be destroyed after 21 days.</p> <p>The Isolation room (HT Office) Room to be closed off once vacated and cleaning contractor to be advised. No</p>			

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						access to room to be made prior to deep clean. This will be communicated by poster and barrier to entrance of door.			
Vulnerable workers	<p>Employees, children/learners, contractors, visitors, members of the public, family members</p> <p>Contracting Coronavirus</p>	<p>Identify all clinically extremely vulnerable and extremely vulnerable workers and carry out a specific risk assessment to determine suitable &amp; safe working arrangements for each worker</p> <p>Pregnant workers must have the usual risk in place plus a vulnerable worker risk assessment to assess any additional health issues which may increase their risk from Covid</p> <p>Refer to current government guidance to your Occupational Health Team for additional advice</p>	2	5	10	For those members of staff identified as clinically extremely vulnerable employees they must follow current government guidance on shielding. For those who have asked school to allow them to continue to work an individual risk assessment has been completed with arrangements put in place to further reduce the risks.	1	5	5
Infections or Positive testing within school	Employees, children/learners, contractors, visitors, members of the public, family members	<p>Follow current NHS Test &amp; Trace process</p> <p>Contact Public Health for advice &amp; support where there is a positive case within the school</p>	2	5	10	Lateral Flow Tests (LFT) are available for school staff only (including our cleaning and kitchen contract staff). Staff have been provided with a LFT risk assessment and guidance. Staff advised to take the test every Monday and Thursday morning before coming	1	5	5

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	Contracting Coronavirus					<p>into work. Staff are provided with 2 boxes of tests (7 weeks' worth) at a time. The test kits must be collected from the office window and staff must not enter the office to collect. Kits along with a guidance leaflet will be signed out by a member of the office staff and placed outside of the office window for the staff member to collect. Only one member of staff at a time to be at the office window.</p> <p>Staff to report results to Test and Trace following current guidance as well as reporting to school via a link. If positive, result must be reported to Headteacher (or SBM) as soon as possible to allow for cover to be arranged and put in place. Following a positive result staff must self-isolate and follow current government including arranging for their own PCR test.</p> <p>A void result must be followed immediately by a second test. If a second void result is received, then staff member must self-isolate and follow current government including arranging for their own PCR test.</p>			



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Inadequate Ventilation	<p>Employees, children/learners, contractors, visitors, members of the public, family members</p> <p>Contracting Coronavirus</p>	<p>Good ventilation is extremely important to reduce transmission of the virus. When the school building is occupied it is important to ensure it is well ventilated along with providing a comfortable teaching environment - balancing the need for increased ventilation while maintaining a comfortable temperature</p> <p><b>Mechanical ventilation</b> – adjust to increase the ventilation rate where possible and be checked to confirm that normal operation meets current guidance and that only fresh outside air is circulated.</p> <p>If possible, mechanical systems should be adjusted to full fresh air or, if not, then systems should be operated as normal if they are within a single room and supplemented by an outdoor air supply</p> <p><b>Natural ventilation</b> – opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation and opened more fully during breaks to purge</p>	2	5	10	<p>ALL windows in EYFS/KS1, main corridors and KS2 corridors MUST remain open during the day.</p> <p>Class based staff to open windows upon entering their classroom on a morning and to remain open during the day (in cooler weather windows should be opened just enough to provide constant background ventilation and opened more fully during breaks to purge the air in the space).</p> <p>Office door, main window and back windows must be left open during the day.</p> <p>Both doors at back of main hall to be opened and remain open during the lunchtime period. If hall is to be used for indoor PE activities both doors must be open for the duration of the lesson. PE activities must take place outdoors wherever possible.</p> <p>Kitchen front and back doors to remain open during operational hours. Kitchen staff to check doors are locked before leaving.</p> <p>Where possible opening high level windows in colder weather in</p>	1	5	5

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		<p>the air in the space).</p> <p>Opening internal doors can also assist with creating a throughput of air <b>NOTE:</b> fire doors must be used as designed to prevent spread of smoke and fire - or where necessary automatic closing device(s) may be fitted</p> <p>If necessary external opening doors may also be used (where safe to do so)</p>				<p>preference to low level to reduce draughts</p> <p>Increasing the ventilation while spaces are unoccupied (for example, between classes, during break and lunch, when a room is unused)</p> <p>Additional, suitable indoor clothing to be used in cooler weather</p> <p>Furniture can be rearranged where possible to avoid direct draughts</p> <p>Heating will continue to be used as necessary to ensure comfort levels are maintained particularly in occupied spaces.</p> <p>All classroom doors to be open during the day. Fire doors in corridors to remain open via electronic door guards only, no other device must be used to pin/jam doors back.</p>			
Contact between any persons on the premises	Employees, children/learners, contractors, visitors, members of the public, family members	<p>Minimise and reduce contacts as much as possible.</p> <p>Pupils are allocated into agreed and fixed groups/bubbles.</p> <p>Staff are able to work between pupil</p>	2	5	10	<p>Class based teachers are based within their own bubble and are to maintain a 2m distance from staff from other bubbles.</p> <p>Children have been assigned their own allocated seat within their</p>	2	5	10

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	Contracting Coronavirus	<p>groups in order to provide a broad curriculum which benefits pupils future however, must be prioritized based on educational needs according to school</p> <p>Staff, where possible, are to maintain social distancing of 2m or 1 m plus with additional suitable controls from pupils, other members of staff, visitors.</p> <p>Supply, Peripatetic and Temporary staff are able to move between schools – minimising contact with pupils and other staff. Ensure they have swift access to information on safety arrangements ahead of them arriving on site.</p>				<p>bubble class. Children are not to move seats or desks. Desks have been separated into single rows and have been arranged to seat two pupils only. Pupils are sat side by side facing forwards. The teacher will teach from the front of the classroom maintaining a 2m distance when able to.</p> <p>Due to limited space in classrooms a 2m distance is not possible between desks. Desks have been spaced out to give as much clear walking space around them as possible. To minimise contact the movement of children (wherever possible) in the classroom is monitored by class staff – e.g. only one child using the classroom sink at a time.</p> <p>Desks will be cleaned by cleaners each lunchtime and on an evening.</p> <p>Art will be taught in individual bubble classrooms and not the art room. Mrs Mole will keep equipment in a trolley to move to between groups. To minimise contact between groups PPA art will be taught as a block lesson to only one bubble group per morning or afternoon session. Any equipment that needs to be shared will be cleaned down by Mrs Mole after each session.</p>			

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						<p>The classroom will be cleaned by cleaning staff at midday and on an evening following the sessions.</p> <p>ICT will be taught in individual bubbles as above but in the ICT room due the equipment needed. Cleaning by cleaning contractor will also take place in between the two sessions and after school.</p> <p>Four spare rooms will be used to allocate a teaching assistant a timetabling space to ensure children are kept in their bubbles for any intervention work.</p> <p>Due to the number of pupils in year 6 an additional classroom has been made - dividing the pupils between three classrooms rather than usual two. The additional classroom has been made by dividing the current KS2 library into a Y6 classroom and a separate intervention room. Signage will be placed on the two entrance doors into the library detailing the new classrooms to prevent staff walking through the area.</p> <p>Bubbles have been allocated an entrance/exit onto the premises and main building with staggered</p>			

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						<p>start/finish times along with staggered break times. An allocated playground has been provided to prevent the mixing of bubbles (timetable emailed to parent/carers and staff).</p> <p>It has been communicated to parent/carers that only one adult can accompany child to drop off/pick up.</p> <p>Floor marked with 2m distancing tape and lanes created showing the direction of traffic using arrows.</p> <p>KS1 and KS2 staff now have their own key stage staff room and numbers will be restricted to maintain social distancing. This will be displayed on a poster on door.</p> <p>Staff must bring their own cup, crockery and cutlery (including teaspoon) to use and they are to remain in school. They must wash, dry and keep their own items separate from others. There must be NO sharing of crockery or cutlery.</p>			

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		<p>Volunteers &amp; Student Placements may be used to support the school operations &amp; development of potential teaching staff – as above they must be provided with all relevant information and training</p> <p>Mixing of volunteers &amp; student placements across groups should be minimised</p> <p>Settings with Year 7 and above - pupils are recommended that both pupils &amp; adults to wear face coverings when moving around the premises, outside of classrooms, in corridors and communal areas where social distancing cannot easily be maintained. Face</p>				<p>Main door to school building/office will remain locked throughout the day to prevent parent/carers and visitors entering the main premises. Office staff have access to the key which must remain hanging up within the office. Only essential visitors (e.g. for maintenance or speech therapy) to visit the school and must pre-book visit.</p> <p>Visitors to be advised to use hand sanitiser and of guidance and protocol and asked to sign in with contact details. Visitors to wear a face covering whilst in the school building. Hand sanitiser available throughout building to be used as required.</p> <p>Maintenance visits will be organised wherever possible outside of school hours or in holidays.</p> <p>Meetings must be held by Zoom wherever possible.</p> <p>Teacher training placement student has been provided with all up to date RA's and will have refresher training upon their return to placement by DHT.</p>			

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		<p>coverings are not required to be worn by pupils when outdoors on premises.</p> <p>In addition, settings with Year 7 and above – are recommended that face coverings should be worn in classrooms or during activities <b>unless social distancing can be maintained</b>. Exemption to this are where the face coverings would impact on ability to take part in exercise or strenuous activity e.g. PE lessons.</p> <p><b>NB: visitors carrying out safety critical roles may be required to wear PPE to protect and maintain integrity of Groups</b></p> <p>In early years settings, 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).</p> <p>Children in early years settings do not need to wear a face covering.</p> <p>PPE is to be worn where intimate</p>				<p>Student assigned to one bubble for placement.</p> <p>Staff to wear face coverings when in corridors or moving around school. Face coverings only to be worn in other situations where it is not possible to maintain a distance of 2m.</p> <p>Parents encouraged by HT to wear masks whilst on the school playground during drop off/collection times.</p>			

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		<p>care is provided, or the child is displaying symptoms of covid-19 until collected.</p> <p><i>Exemptions for wearing face coverings include – physical impairments, disability illness or mental health difficulties, plus those who rely on lip reading, facial expressions to communicate.</i></p> <p><i>Face visors or shields should not routinely be worn as an alternative to face coverings. They may protect against droplet spread in specific circumstances but are unlikely to be effective in reducing aerosol transmission when used without an additional face covering.</i></p> <p><i>They should only be used after carrying out a risk assessment for the specific situation and should always be cleaned appropriately.</i></p>							
Contact within and between groups	Employees, children/learners, contractors, visitors, members of the public, family members	Implement bubbles of appropriate size to achieve greatest reduction in contact & mixing. This must not affect the quality and breadth of teaching, access to support staff / specialist staff & therapists.				<p>Pupils will remain in their own class bubbles and are not to mix with any other bubbles.</p> <p>EYFS have formed one bubble to allow full access of the EYFS equipment and</p>			



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	Contracting Coronavirus	<p>Groups/bubbles should be kept apart where possible. Encourage pupils to distance within groups as much as possible.</p> <p>Social distancing &amp; separating groups should be applied as far as possible, will benefit if even partially implemented.</p> <p>Pupils to be in Classroom group's for classroom times – mixing in wider groups is allowed for;</p> <ul style="list-style-type: none"> <li>• Specialist teaching</li> <li>• Wraparound Care</li> <li>• Transport</li> <li>• Siblings may be in different groups</li> </ul> <p>Where possible ensure the same children are allocated to the same group each day – do not mix groups where possible</p> <p>Staff are able to work across year groups/bubbles in order to deliver</p>				<p>teaching.</p> <p>Movement around school has been restricted to minimise contact. The school day and break times have been staggered to prevent gatherings at drop off/pick up times. Years 5 and 6 only are able to walk home alone further reducing congestion at KS2 entrance.</p> <p>Lunch will be served in the main hall (EYFS – small hall) in staggered sittings and within bubbles.</p> <p>There will be no after school clubs or breakfast clubs - this will be in continuous review. A breakfast service will be offered for each class when they enter class each morning. This will be administered by current breakfast club staff following their usual food hygiene training. It will be a toast only option delivered to the classroom using a 'no contact' delivery method. Breakfast staff will then return to collect plates, which must be left outside of the classroom on benches in corridor. The plates will be placed on stainless steel catering trolley and placed immediately in the dishwasher.</p>			

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		<p>the timetable/curriculum – where staff need to move between groups – distance from pupils and other staff should be implemented as far as possible and maintaining 2m between adults.</p> <p>Minimise number of interactions or changes where possible.</p> <p>Staff must wipe their workspace and equipment using disinfectant wipes before leaving the classroom to ensure cleanliness of the area for the incoming teacher.</p> <p>Parents and carers should be encouraged to limit the number of settings their child attends, ideally ensuring their child only attends the same setting consistently. This should also be the same for staff</p>				<p>The trolley will be fully cleaned and sanitised after each use.</p> <p>Usworth Colliery Nursery (our after-school club provider) are not currently operating their after-school provision. We will continue to operate after school provision for the children who usually access Nursery. Numbers will be limited to minimise the mixing of classes. The children will remain in their usual bubbles and will be socially distanced from the other groups of children. The large main hall will be used and cleaned by cleaning staff once children have vacated. The facility will be available only to parents of children previously accessing the nursery provision and whom request a place. The facility will be available until 4.30pm only.</p> <p>Those children transported into school via taxi will be set up by the Local Authority who have the statutory responsibility for transport. School will ensure measures are in place, including grouping of children, hand sanitising, cleaning of vehicles, queuing, boarding and social distancing. The government will provide further guidance. The vast</p>			

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						majority of our children will not be coming to school via public transport, those who do must follow safer travel guidance for passengers published on the government website.			
Contact due to layout or available space	Employees, children/learners, contractors, visitors, members of the public, family members  Contracting Coronavirus	In classrooms secondary schools staff should stay at the front of class, away from colleagues where possible (for pupils with complex needs or require close contact care this may not always be possible)  Where staff and pupils cannot maintain distance - smaller class sizes should be arranged  Make changes or adaptations to classrooms to support distancing where possible including seating pupils side by side, facing forwards, remove unnecessary furniture to make more space.	2	5	10	Due to the number of pupils in year 6 an additional classroom has been made - dividing the pupils between three classrooms rather than usual two. The additional classroom has been made by dividing the current	1	5	5

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		<p>In addition to hygiene and enhanced cleaning measures as above, the risk of transmission will be reduced by planned changes to layout and positioning in work and recreational areas (Public Health England)</p> <p>Groups should limit sharing of spaces, rooms as much as possible</p> <p>Arrange timetables so that when groups moving around the school, they have minimum contact.</p> <p>Avoid creating busy corridors, entrances/exits.</p> <p>Minimise use of staff rooms, stagger break times e.g. PPA rooms, offices, welfare/dining areas to be arranged to ensure 2m social distancing or 1m plus with additional controls</p>				<p>KS2 library (was originally divided by bookcases) into a Y6 classroom and a separate intervention room. Signage placed on the two entrance doors into the library detailing the new classrooms to prevent staff walking through the area.</p> <p>Surplus furniture and resources have been removed and stored safely including soft furnishings.</p> <p>Bubbles have been allocated an entrance/exit onto the premises and main building (parent/carer and staff provided with timetable along with staggered break times with an allocated playground (staff provided with timetable).</p> <p>KS1 and KS2 staff now have their own key stage staff room and numbers will be restricted to maintain social distancing. This will be displayed on a poster on door.</p> <p>Staff must bring their own cup, crockery and cutlery (including teaspoon) to use and they are to remain in school. They must wash, dry</p>			

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						<p>and keep their own items separate from others. There must be NO sharing of crockery or cutlery.</p> <p>Staff must keep their packed lunch in a cool bag – the fridges are not to be used to store food items.</p> <p>Milk, tea and coffee are available for staff use, but staff are encouraged to provide their own and not to share. If using school refreshments, the canisters and milk bottles must be wiped down after each use.</p> <p>Fridge/kettle/microwave must be cleaned down with D10 spray and blue roll after each use. Staff to wash hands upon entering staff room, after using equipment and again before leaving the room.</p> <p>Staff to take their PPA from home where possible, making use of Zoom to plan with their year group partner. If staff remain in school for PPA they must do so without coming into contact with other members of staff and use Zoom to communicate with other staff.</p>			

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						<p><b>PICK UP AND DROP OFF</b>  <b>Reception and Year 1</b> will enter via the back gates next to the Top Club.  <b>Thrive &amp; Year 2</b> will enter via the pedestrian gate from the main road nearest to the nursery.  <b>ASD Base</b> via the main car park entrance.  <b>Years 3, 4, 5 &amp; 6</b> via the pedestrian gate from the main road onto the top yard.            Parents have been informed not to use staff carpark and reminded of their allocated drop off/collection points and times.</p>			
Activities encouraging Spread of Covid	Employees, children/learners, contractors, visitors, members of the public, family members  Contracting Coronavirus	School Assembly to be held with only 1 Group present  Activities encouraging respiratory aerosol to be risk assessed and prohibited or strictly controlled as necessary e.g. singing, playing musical instruments, PE/close contact sports/swimming, food	2	5	10	School assembly held via Zoom only.  Music lessons consisting of string instruments and/or drums only. Tutors space children over 2m apart. Children assigned own instruments when taught as a bubble – no sharing	1	5	5

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		<p>technology, etc.</p> <p>Social distancing maintained during activities such as dance, drama, music, should be observed. No physical correction is permitted. Group numbers may be reduced to allow for social distancing.</p> <p>Keep background music to levels which do not encourage teacher or students to raise their voices unduly to communicate</p> <p>No performances with an audience are permitted – consider live streaming or recording performances.</p> <p>Refer to relevant guidance for activity  <a href="https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts">https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts</a></p> <p><b>Review of wider school Risk Assessments</b> must be carried out to demonstrate consideration of covid-19 risk profiles and suitability of activities. Identify activities which are to be prohibited, restricted or delivery methods amended to a</p>				<p>of instruments.</p> <p>Tutors provided with D10 spray and blue roll to clean chairs and table (if using) after each bubble.</p>			

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		<p>safer alternative (Reference in this risk assessment and add detail specific Premises, Job role, Activity or Departmental risk assessments)</p> <p>Extracurricular provision e.g. Wraparound care; breakfast &amp; after school clubs can resume provided a separate risk assessment is completed – this must consider/justify maintenance of bubbles/groups, type of activities carried out, enhanced cleaning of areas and equipment, hygiene practice, supervision, etc.</p> <p>External coaches, clubs and organisations for curricular and extracurricular activities can resume – provide a separate risk assessment and safe working procedures are developed and agreed in line with government guidance and local precautions.</p>				Only music tuition to continue. Separate risk assessments to be made available to tutors prior to recommencing tuition.			
Educational Visits	Employees, children/learners, contractors, visitors, members of the public, family members	All educational visits are to be postponed at this time.	1	5	5	No educational visits to take place.	1	5	5



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	Contracting Coronavirus								
Early Years & Primary aged children – lack of understanding	Employees, children/learners, contractors, visitors, members of the public, family members  Contracting Coronavirus	Early Years & Primary aged children cannot be expected to remain 2m apart from teaching staff and other children.  Monitor use of toilets – avoid over crowding  Promote & display hygiene information/posters/signs which are suitable for the age group e.g. <a href="#">e-bug Information &amp; posters about Coronavirus</a>	2	5	10	Pupil toilets do not have a lid for safety measures (trapped finger hazard). Pupil toilet breaks are monitored by staff. Staff member to remain outside of toilet block and remind children to flush the toilet and wash their hands before leaving the toilet block. Main door to toilet block will be pinned open (all cubicles have separate doors for privacy) to further reduce contact with surfaces.  Additional cleaning of the toilets and touch points will take place midday by cleaning staff as well as normal evening cleaning.	1	5	5
Messy play - spread of infection	Employees, children/learners, contractors, visitors, members of the public, family members  Contracting Coronavirus	Materials can be handled by a consistent group of children of and that no one else outside this group can come into contact with it.  Malleable material for messy play (for example sand/water/mud) can be used and cleaned - including being replaced - in accordance with the manufacturer's instructions, where applicable.  Children wash their hands	2	5	10	Children wash their hands prior and after activity (under adult supervision).  Water is emptied each day.  Resources must not be shared across bubbles.  Equipment cleaned by staff after each use using D10 spray and blue hand roll.  No soft furnishings or resources to be	1	5	5

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		<p>thoroughly before and after messy play</p> <p>Frequently touched surfaces, equipment, tools and resources for messy play are thoroughly cleaned and dried before they are used by a different group</p>				used. All items MUST be bagged and stored away.			
Expired First Aid certification	<p>Employees, children/learners, contractors, visitors, members of the public, family members</p> <p>inadequate care for injuries occurring on site</p>	<p>Where Paediatric First Aid PFA certificate re-qualification training is prevented for reasons associated directly with coronavirus (COVID-19), or by complying with related Government advice, the validity of current certificates can be extended to 31 March 2021 at the latest. This applies to certificates which expired on or after 1 October 2020 and includes paediatric first aiders</p> <p>in provision registered on the General Childcare Register and all early years provision.</p> <p>First aid providers have resumed first aid training and assessment. In some cases, there remains a back log or limited availability.</p>	2	5	10	Two members of staff were requalified with training provided by St John in December.	1	5	5

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		<p>FAW or EFAW certificates that expired after 16 March 2020 can remain valid until 31 October 2020 or 6 months from date of expiry, whichever is later. All requalification training for these certificates should be completed by 31 March 2021.</p> <p>If asked to do so, providers should be able to explain why the first aider has not been able to re-qualify and demonstrate what steps have taken to access the training.</p> <p>Employers or certificate holders must do their best to arrange requalification training at the earliest opportunity.</p> <p>Consider eLearning or Virtual refresher training in the interim period</p> <p><a href="https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm">https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm</a></p>				Two certificates which have been extended to 31 <sup>st</sup> March will be renewed by training booked with COS in April 21.			
Contact due to personal / intimate care	Employees, children/learners, contractors, visitors, members of the public, family	Staff must wear the normal personal protective equipment they need for giving intimate/personal care	2	5	10	PPE located in KS1 & KS2 first aid	1	5	5

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	members  Contracting Coronavirus	If a child/learner becomes unwell with symptoms of coronavirus while in the setting and needs personal care until they can return home, staff member must wear suitable PPE i.e. surgical mask, apron and gloves. Following doffing and donning and disposal guidance				boxes. Doffing and donning guidance located with PPE.			
Transit in and around school premises	Employees, children/learners, contractors, visitors, members of the public, family members  Contracting Coronavirus	Refresh school timetable to minimise contact  Groups are kept apart, movement around site to be minimised  Avoid creating busy corridors, entrances/exits  No need for Groups/Bubbles to use different toilet blocks/facilities - enhanced cleaning programme to be in place  Minimise adult to adult contact and avoid gatherings at entrance points  No parent to be allowed in the school/premises unless absolutely necessary and agreed by Head Teacher with special arrangements communicated	2	5	10	Bubbles have been allocated staggered start, finish and break times (staff provided with timetable).  Bubbles have been allocated entrances/exits to the premises to minimise contact. HT, DHT or FLO will be on duty on both carpark entrances/exits to ensure safety of pupils arriving and leaving from these points. One side of double gates will remain closed preventing vehicles access at these times.  Only one adult to drop off/pick up - this has been communicated to parent/carers via email and guidance will be placed on school website. Posters displayed on fence, gates, doors and windows will direct parent/carers and pupils to correct	1	5	5

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		<p>*<b>Consider</b> remote education to reduce time of premises where circumstances dictate</p> <p>*<b>Consider</b> flexible working/working from home where the job role allows e.g. some admin functions.</p> <p>All person/groups to keep to the lefts in corridors and when using staircases</p> <p>Staff to make use of radios to communicate when groups are on the move around the premises, follow planned timetables to work together to minimise contact where possible</p> <p>Enhanced cleaning is planned and specific tasks/roles are agreed with site staff and cleaning contractors i.e. frequently cleaning touched surfaces often, using appropriate standard products</p> <p>NB. Use of suitable detergent/disinfectant as per government guidance – All COSHH and training arrangements MUST</p>				<p>entrances and exits.</p> <p>Corridors and pupil toilet areas have been spilt into two lanes using tape and arrows on the flooring – clearly showing direction of traffic. Distancing tape placed 2m apart to communicate correct distancing space. Tape checked by SBM and Site Manager to ensure it does not become a trip hazard and replaced when required. Staff pupils to keep to the left on KS1 and KS2 stairs.</p> <p>Only one member of a staff to enter staff toilet area at a time.</p> <p>Parent/carers are unable to access the school building and are to continue contacting the school via telephone or email. The telephone lines will be manned by office staff 8am – 4pm. This has been communicated to parents via email and via the school website.</p> <p>Office:</p> <ul style="list-style-type: none"> <li>• Only office staff to enter office</li> <li>• LFT tests to be collected via main office window only ensuring 2m distance</li> <li>• Office photocopier to be used</li> </ul>			

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		be in place.				<ul style="list-style-type: none"> <li>• by office staff only</li> <li>• Only 2 members of office staff (M.D &amp; A.D) to continue to use main office. Desks to be used are over 2m apart with additional Perspex in place</li> <li>• P.T &amp; M.T to work between back office (door closed &amp; windows open) and KS2 counselling room</li> </ul> <p>Additional lunchtime cleaning in place and cleaning staff have been provided with cleaning regime to follow.</p> <p>Lunchtime cleaning consists of cleaning of toilets, touch points, emptying of bins and wipe down of desks. Areas to be cleaned are documented in cleaning staff signing in book.</p>			

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Cross-contamination of resources, toys and equipment	<p>Employees, children/learners, contractors, visitors, members of the public, family members</p> <p>Contracting Coronavirus</p>	<p>Remove soft toys and furnishing or items difficult to clean from classroom</p> <p>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. This includes wraparound care.</p> <p>Resources that are shared between groups/bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between group/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>Each child/learner &amp; staff member to have their own resources and equipment e.g. pencil, pen, ruler, workbook</p> <p>Take home resources to be limited as much as possible – any items returned to schools such as learning packs should be left in a secure area for 72 hours before</p>	2	5	10	<p>D10 spray and single use blue roll is provided for staff to clean equipment between use.</p> <p>Every child has been provided with a new pencil case containing stationery items. The pencil case remains on their desk and is not to be taken home. Children are not to bring any additional items into school except for a coat, hat and lunch bag (if providing own lunch).</p>	1	5	5

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		<p>being handled by school staff.</p> <p>Pupils and teachers can take books and other shared resources home. Avoid unnecessary sharing, especially where this does not contribute to pupil education and development. Rules on hand cleaning, cleaning of the resources and rotation are applied to these resources.</p> <p>Pupils to limit the amount of equipment they bring into school each day, essentials only such as lunch boxes, hats, coats, books, stationery and mobile phones. Bags are allowed.</p> <p>No unnecessary items to be brought into schools from home e.g. toys, blankets, etc.</p> <p>Water bottles must not be shared – each child to have their own personal bottle.</p> <p>Teacher to maintain good personal hygiene practices when marking</p>				<p>Child to keep their own water bottle on their desk and bottles are not to be stored together.</p> <p>Staff are to wash hands prior and after marking pupil book.</p>			



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Transport to educational or childcare settings	<p>Employees, children/learners, contractors, visitors, members of the public, family members</p> <p>Contracting Coronavirus</p>	<p>Reduce where possible unnecessary travel on buses, coaches and public transport</p> <p>Where school transport is used; social distancing is maximised within vehicles</p> <p>pupils either sit with their 'bubble' on school transport, or with the same constant group of children each day</p> <p>pupils clean their hands before boarding transport and again on disembarking</p> <p>additional cleaning of vehicles is put in place</p> <p>organised queuing and boarding is put in place</p> <p>fresh air (from outside the vehicle) through ventilation, is maximised, particularly through opening windows and ceiling vents</p> <p><b>Dedicated school Transport,</b></p>	2	5	10	<p>School minibuses are not in use until the reinstating of educational visits and swimming lessons.</p> <p>Those children transported into school via taxi will be set up by the Local Authority who have the statutory responsibility for transport. School will ensure measures are in place, including grouping of children, hand sanitising, cleaning of vehicles, queuing, boarding and social distancing. The government will provide further guidance. The vast majority of our children will not be coming to school via public transport, those who do must follow safer travel guidance for passengers published on the government website.</p> <p>Wherever possible staff should avoid/limit the use of public transport; this includes for business use as well as travelling to and from work. Current guidance by the Government is that if you need to use public transport, that you use some type of face covering.</p>	1	5	5

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		<p><b>including Statutory provision;</b></p> <p><b>Wider Public Transport;</b></p> <p>Promote Safe Travel Guidance where Public Transport is being used:  <a href="https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers">https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers</a></p> <p>Wear face coverings on public transport</p>				Parent/carer and staff encouraged to walk to school (where practical) or use own vehicle if available.			
Contamination of outdoor play equipment	<p>Employees, children/learners, contractors, visitors, members of the public, family members</p> <p>Contracting Coronavirus</p>	<p>Outdoor play equipment and shared spaces such as playground areas/items, should not be used unless the setting can ensure it is cleaned thoroughly between use of different groups.</p> <p>Multiple groups must not use outdoor play equipment simultaneously.</p> <p>This applies to wraparound care</p>	2	5	10	<p>EYFS equipment to be cleaned down after each use. All other outdoor equipment use will be restricted and cleaned after each use.</p> <p>Gym equipment and trim trail continue to be out of use and equipment has tape placed around it.</p>	1	5	5
Lack of communication	Employees, children/learners, contractors, visitors,	Talk to staff about plans (transport, drop off and collection times, lunch,	2	5	10	Timetables, key information and risk assessments have been communicated to parent/carers and	1	5	5

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	members of the public, family members  Contracting Coronavirus	safety measures, training needs.  Communicate all plans to all parents and young people (transport, drop off and collection times, lunch arrangements, etc),  Communicate with visitors and contractors ahead of opening – signage to be displayed.  Discuss enhanced cleaning regimes with cleaning team and contractors in preparation for opening – clear procedures are in place.				staff. Any visitors will be advised of safety procedures in place prior to access to premises. Staff must email acknowledgment of documents. A register will be kept.  Additional cleaning during the day is in place and this will continue alongside the usual contracted evening cleaning.			
Poor mental wellbeing of staff and Pupils	Staff, Pupils, Parent & family members  Stress, anxiety, panic, depression	Promote attendance at school for both staff and pupils  Identify individuals who are reluctant or anxious or at risk of disengagement. Support mechanisms are in place for all levels of employees, pupils/families and supporting governance roles  Communicate clear information on risks and controls measures in place – safe procedures, arrangements etc.	2	5	10	Family Liaison Officer (FLO) to continue to promote attendance and support pupils and their families.  The school counselling service is still available and Mrs Potelle is able to offer email and telephone support to both pupils and staff. Referrals to Occupational Therapy counselling remains available to all staff.  Contact details for school FLO (Mr	1	5	5

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		<p>Review workloads and timetables to ensure a good work life balance in possible</p> <p>Communicate clear expectations for all staff, pupils and parents. Work with external agencies and Social Workers where relevant</p>				<p>Dickinson) and Mrs Potelle (school counsellor) have been communicated to parents.</p> <p>Headteacher, Deputy and FLO will be on the school playground at beginning and end of the school day to provide support and advice whilst maintaining social distance at all times.</p> <p>Attendance will be mandatory and all children must attend. School will record absence and follow this up. The use of sanctions such as fixed-term penalty notices will be reinstated for schools to use.</p> <p>If parents/carers have concerns about returning to school, then they need to discuss concerns with Mr Dickinson who will be able to discuss measures school have in place to prevent risk.</p>			
Outbreaks and lack of Emergency Planning	Employees, children/learners, contractors, visitors, members of the public, family members	School has an Emergency / Contingency Plan in place to allow swift action to be taken in event of a confirmed Covid19 case or an outbreak – key contacts, reporting,	2	5	10	<p>There is a copy of the emergency plan kept in the school office as well as the offices and homes of:</p> <p>Headteacher Deputy Head</p>	1	5	5

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	Contracting Coronavirus	<p>record keeping, etc.</p> <p>Gather and record key information relating to the case immediately</p> <p>Public Health England, Health Protection Team at be called swiftly in the event of a case of Covid-19, they will do a rapid risk assessment and advise of action to take. Contact tel: 0300 303 8596 (ext.1) or for out of hours 0191 269 7714)</p> <p>Local Emergency Plan in place to allow swift action to be taken – key contacts, action to take in event of a confirmed Covid19 case or an outbreak</p> <p>Understanding of NHS Test &amp; Trace Process and local arrangements in place for record keeping of premises visitors for the last 21 days.</p> <p>Train all staff in emergency procedures</p>				<p>Assistant Head Site Manager SBM Chair of Governors (Home).</p> <p>Public Health England Guidance –</p> <p>Engage with NHS Test and Trace process.</p> <p>Staff and parents/carers need to understand that they must:</p> <ul style="list-style-type: none"> <li>- Book a test (online or via NHS 119) if they or their children are displaying symptoms and self-isolate. All children can be tested.</li> <li>- Provide details of who they have been in close contact with if they test positive or if asked by NHS Track and Trace.</li> <li>- Self-isolate if a household member develops symptoms or if you are an identified contact of someone who has tested positive.</li> </ul> <p>Inform school immediately about the result of their test. If negative and they feel well, then they and family</p>			

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						members can stop self-isolating and return to school. If positive, follow guidance and self-isolate until the <b>latest</b> of 10 days after the onset of symptoms or the time			
Dining & Catering	Employees, children/learners, contractors, visitors, members of the public, family members  Contracting Coronavirus	School Kitchen in operation – catering provider or kitchen staff have specific risk assessment for working in kitchen in line with government guidance;  <a href="https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19">https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19</a>	2	5	10	As well as specific risk assessment from Dolce contracting ltd., catering staff are provided with all school risk assessments and guidance. Catering staff are provided with LFT tests along with school staff.  Cleaning contract staff are provided with all school risk assessments and guidance. Cleaning staff are provided with LFT tests along with school staff.	1	5	5
Wraparound care	Employees, children/learners, contractors, visitors, members of the public, family members  Contracting Coronavirus	Permitted to resume 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. plus for vulnerable children.  During wraparound care sessions try to keep children in the same	2	5	10	Usworth Colliery Nursery (our after-school club provider) are not currently operating their after-school provision. We will continue to operate after school provision for the children who usually access Nursery. Numbers will be limited to minimise the mixing of classes. The children will remain in their usual bubbles and will be socially distanced from the other groups of children. The large main hall will be used and cleaned by cleaning staff	1	5	5

What are the hazards?	Who might be harmed and how?	What precautions or existing control measures are presently taken.	Likelihood	Severity	Risk Rating L x S	If High or Medium Risk, what addition precautions or control measures need to be taken to reduce risk to as low as	Likelihood	Severity	Residual Risk L x S
		<p>bubble they are in during the school day, as far as possible. You must also work with external providers to adopt this approach.</p> <p>If you hire out your premises for use by external wraparound childcare providers, such as after-school or holiday clubs, make sure these organisations are working to relevant government guidance for their sector &amp; have in place protective measures (request a risk assessment &amp; monitor)</p> <p>Extracurricular provision e.g. Wraparound care; breakfast &amp; after school clubs can resume <b>provided a separate risk assessment is completed</b> – this must consider/justify maintenance of bubbles/groups, type of activities carried out, enhanced cleaning of areas and equipment, hygiene practice, supervision, etc. (detail your schools arrangements; including agreement with schools catering provider/risk assessments)</p> <p>External coaches, clubs and organisations for curricular and extracurricular activities can resume</p>				<p>once children have vacated. The facility will be available only to parents of children previously accessing the nursery provision and whom request a place. The facility will be available until 4.30pm only.</p>			

What are the hazards?	Who might be harmed and how?	What precautions or existing control measures are presently taken.	Likelihood	Severity	Risk Rating L x S	If High or Medium Risk, what additional precautions or control measures need to be taken to reduce risk to as low as	Likelihood	Severity	Residual Risk L x S
		– provided a separate risk assessment and safe working procedures are developed and agreed in line with government guidance and local precautions.							
Fire	Employees, children/learners, contractors, visitors, members of the public, family members  Inhalation of fire/smoke, burns, fatality	Regular visual inspections to take place to ensure all fire precautions and safety systems are active and in place as required by the Fire Risk Assessment  Responsible Person must carry out the Periodic Assurance Review (annually or where changes have been made)	2	5	10	All completed and forwarded to Sunderland H & S (last update sent Jan 21).	1	5	5
Poor housekeeping & building maintenance	Employees, children/learners, contractors, visitors, members of the public, family members  Bruises, fractures, fatal injuries	All regular and periodic building checks to make the school safe must be in place.  Daily visual checks by site & teaching staffing their respective areas – report any defects or tripping hazards, fire hazards, etc. to site staff/manager for remedial action.  For example, trialing cables due to changed layouts, legionella checks due to reduced use or occupancy of specific areas within the school	2	5	10	All checks continue to be carried out by site manager prior to school opening on a morning.  SBM ensures there is a constant additional supply (stored in the main staff room) of D10 spray bottles made up following the correct ratios as per instructions. Cleaning staff monitor classroom supplies and replenish as needed.  All service and maintenance visits to	1	5	5



What are the hazards?	Who might be harmed and how?	What precautions or existing control measures are presently taken.	Likelihood	Severity	Risk Rating L x S	If High or Medium Risk, what additional precautions or control measures need to be taken to reduce risk to as low as possible?	Likelihood	Severity	Residual Risk L x S
		building.				<p>be organised outside of school hours with SBM and Site Manager unless in the case of an emergency.</p> <p>Service/maintenance visitors will follow hand hygiene when entering site and complete the usual signing in protocol (i.e.asbestos register) as well as provide the school office with a contact number for Test and Trace purposes by completing an additional signing in book.</p>			

**To be completed by the Individual undertaking the risk assessment:**

**Name:** Paula Thomson

**Job Title:** SBM

**Signature:** p.thomson@usworthcolliery.co.uk

**Date:** 2.3.21

**To be completed by the Senior Manager:**

I consider this risk assessment to be suitable and sufficient to control the risks to the health and safety of both employees undertaking the tasks involved and any other person who may be affected by the activities.

**Name:** Gary Wright

**Job Title:** Headteacher

**Signature:** g.wright@usworthcolliery.co.uk

**Date:** 2.3.21

