

Introduction.

This risk assessment template has been prepared to assist relevant duty holders in their effective management of the risk to people from Coronavirus (COVID-19). Duty holders should familiarise themselves with the most recent guidance published by the government before completing the risk assessment.

Overview

The risk assessment template draws on the guidance published by the [Health and Safety Executive](#), [Gov.UK](#) the [National Health Service](#), [Public Health England](#) and the [Department for Business, Energy & Industrial Strategy](#), in accordance with the COVID-19 secure principles.

Context

Coronavirus COVID-19 may be present in minute water droplets that are expelled from the body through sneezing, coughing, talking and breathing. The virus can be transferred to the hands and from there to surfaces. It can survive on surfaces for a period after transfer (depending on such things as the surface type, its moisture content and temperature).

Most people infected with the virus experience disease with mild or moderate symptoms, however a significant minority become severely unwell requiring hospitalisation and for some people the disease is fatal.

The risk of serious disease and death are unevenly distributed, the population groups at increased risk are:- older people, people with pre-existing health conditions, men, people from BAME communities.

Basic Principles.

The control measures follow the basic principles outlined in the current advice provided by government around safe social distancing, hand and respiratory hygiene, self awareness of risk group (extremely vulnerable, vulnerable, general population) and of symptoms of high temperature and / or new continuous cough, loss of, or change in, normal sense of taste or smell as a symptom which require self isolation for the case and household contacts.

The Risk Assessment.

This document is intended to be a living document applicable for the duration as required.

It will therefore be subject to regular review and revision as change occurs and assessed needs direct in order to ensure its continued adequacy, in so far as it is reasonable practicable to do so. If events change on the day, dynamic assessment based upon professional judgement will direct the necessary additional control measures.

As an employer, you must protect people from harm. This includes taking reasonable steps to protect your workers and others from coronavirus. This is called a risk assessment and it'll help you manage risk and protect people.

You must:

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

Consultation.

Relevant duty holders should consult with their workforce and trade union representatives as part of putting measures in place. Involving them promotes ownership and demonstrates that you take their health and safety seriously.

This document is current at the date published, please check the relevant Government departmental guidance regularly for updates.

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| Risk Assessment | Schools and Alternative Provision COVID-19, Preparation for September full opening. |  |
| School |  | |
| Ingleby Mill Primary School | | |
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| Task/Activity: | Implementing Protective Measures to Mitigate against Covid-19 Infection |
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| Author: | Name of the establishment's representative | Date: | |
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| Quality Assurance Check by Manager / Line Manager | | Date: | |
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| Activity to Manage | Current Control Measures | Additional Control Measures | Action by who? | Action by when? | Done |
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| Arriving at and leaving school | <p>Schools should consider staggered starts or adjusting start and finish times to keep groups apart as they arrive and leave school. 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.</p> <p>Pupils must be instructed not to touch the front of their face covering during use or when removing it. 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.</p> <p>Guidance on safe working in education, childcare and children's social care provides more advice.</p> | <p>Any further control measures that the School will adopt?</p> <p>Drop off and collection time window: 8.30 – 9.00 and 2.45-3.15 to spread out arrival and dismissal of pupils and parents</p> <p>Limit of one adult per family on site for drop off and collection</p> <p><u>Entrances and exits plan</u> updated and communicated to parents so that:</p> <ul style="list-style-type: none"> - doors directly into classrooms are used wherever possible - end corridor doors used only for 2 classrooms without a direct door for KS1 and LKS2 - end corridor door in UKS2 only for USA class to reduce amount of people in known bottle-neck area. Year 5 pupils use caretaker door as entrance and exit | <p>Assign this control measure to a nominated person.</p> <p>New arrangements and safety measures communicated to parents (email) and staff (separate team meetings and follow-up email) - BA</p> <p>Temporary new classroom signs – BA</p> <p>Protocol for hand washing and removing face coverings discussed with</p> | <p>Give a deadline for this, before the School re-opens.</p> <p>20.07.20</p> <p>1.09.20</p> <p>SLT 26.08.20 STAFF 1.09.20</p> | <p>Record when this was completed.</p> <p>10.07.20</p> |

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| | | <p>Adult supervision plan for entrances and exits at drop off and collection times</p> <p>Plus 5's – after school club using 2 hall spaces for separate key stages. Parents to drop off and collect directly via hall doors</p> | <p>team leaders in 1-1 meetings in week prior to return to school and with staff during 1st PD DAY</p> <p>Plus 5's BA- to meet with Michele (owner) prior to re-opening to discuss their arrangements and risk assessment JM - to arrange installation of doorbells at hall doors BC - to paint one way system for parents collecting and dropping off at Plus 5's</p> | <p>20.07.20</p> <p>2.09.20</p> <p>2.09.20</p> | <p>13.07.20</p> <p>21.08.20</p> <p>31.07.20</p> |
| <p>Entrances.</p> <p>Staircases</p> <p>Exit routes</p> | <p>Manned to monitor observance of safe social distancing (2m apart, or 1m with risk mitigation where 2m is not viable) and to remind of good hand and respiratory hygiene. COVID-secure guidance available here .</p> <p>Conspicuous signage to illustrate safe social distancing.</p> <p>Floor markings and posters to illustrate one systems introduced, avoiding pinch points.</p> | <p>COVID-Secure floor stickers, [footprints, directional signage, catch it, bin it, kill it posters. hand and respiratory hygiene etc] may be obtained from Xentrall Design & Printing Services.</p> <p>Contact Chris Stansmore or tel. 01642 – 524502.</p> <p>Signage (from Alan Mitchell) on display reminding staff, parents and pupils about social distancing and hand washing</p> | <p>Catch-it, Bin-it, Kill-it posters on display in all classrooms next to bins – JM</p> | <p>1.09.2020</p> | |

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| | <p>One way systems introduced where practicable. Furniture and workshops re-arranged to maintain safe social distancing. Distancing markers present to maintain safe social distancing.</p> | <p>See information above for entrances and exits plan.</p> <p>Signs on front door remind parents that the main office entrance hall is limited to one parent at a time</p> <p>Mobility impaired students may require additional arrangements.</p> <p>Posters present to limit entry to one person only. If occupied, do not enter.</p> <p>Floors marked to direct to exit routes if different from entrance.</p> | | | |
| <p>Hygiene</p> | <p>Sufficient hand washing facilities are to be made readily available with liquid soap dispensers and ample supplies of paper towels.</p> <p>All persons are to wash their hands on arrival at the building, before eating, after eating, after sneezing or coughing etc.</p> <p>Encourage pupils to improve their hygiene habits using tissues to cough or sneeze into, with an adequate supply of available tissues and bins.</p> <p>Children encouraged to avoid touching their face.</p> <p>Regularly touched surfaces should be cleaned regularly using bleach* or detergents, this may include touch screens, door handles, bannisters, desks, seats, light switches, toilets, sinks etc. See cleansing guidance.</p> <p>*Following manufacturer's instructions.</p> | <p>Communicate expectations to staff and parents about cleaning and hygiene. Guidance on cleaning non-healthcare premises available here .</p> <p>Frequent hand washing and drying – see guidance on hand cleaning. Alcohol gel is only recommended in circumstances where hand washing is not immediately practical.</p> <p>Catch it, bin it, kill it posters. Additional tissues and bins provided.</p> <p>Resources available to support effective messaging available from the eBug coronavirus website. Further guidance on cleaning approaches available from Implementing Protective Measures in Education and Childcare Settings, available here.</p> | <p>JM to arrange installation of outdoor sinks at the entrance to each team (Gerry Wrights)</p> <p>IM – fix hand towel dispensers to outdoor walls by newly installed sinks</p> <p>BA to secure hand washing routines and supervision with team leaders</p> <p>JM to arrange installation of hand</p> | <p>WB 3.09.20</p> <p>1.09.20</p> <p>26.08.20</p> <p>1.09.20</p> | <p>10.09.20</p> <p>25.08.20</p> |

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| | <p>Where possible, all spaces should be well ventilated, opening windows or doors where practicable, or using fans to move air.</p> <p>Some pupils with complex needs who may be unable to maintain good hygiene, may require an individual risk assessment to support these pupils and staff working with them, to ensure they obtain face to face education.</p> | <p>Advice on Air conditioning and ventilation during the coronavirus outbreak is available from the Health and Safety Executive.</p> | <p>driers in toilets for years 3-6 (Dawsons)</p> <p>JM to arrange installation of opening windows in HT office (Polar Windows)</p> <p>JM - to clarify with site staff/cleaners priority cleaning areas and routines</p> | <p>2.09.20</p> <p>2.09.20</p> | <p>10.08.20</p> |
| <p>Vulnerable People</p> | <p>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 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. See the guidance on shielding and protecting people defined on medical grounds as extremely vulnerable for the current advice. The Department of Education advise that those who are clinically extremely vulnerable can return to school in September 2020 provided their school has implemented the system of controls outlined in the Guidance for full opening of schools, in line with the school's own workplace risk assessment. In all respects, the clinically extremely vulnerable should now follow the same guidance as the clinically vulnerable population, taking particular care to practise frequent, thorough hand</p> | <p>A copy of the process for carrying out individual, risk assessment for clinically vulnerable and clinically extremely vulnerable employees to assess their needs before a safe return to work is available here. For further advice and guidance regarding the individual risk assessment process, please contact: Human Resources: SMHR@stockton.gov.uk Public Health: Public.HealthTeam@stockton.gov.uk Health & Safety: healthandsafetyunit@stockton.gov.uk</p> | <p>BA – to re-issue updated guidance (and link) to all staff for September via Sharepoint message</p> <p>BA – to reinforce with staff, procedures for what to do if someone presents with symptoms, how to access testing and what to do if someone tests positive (JM with site staff/cleaners)</p> <p>BA to carry out 1-1 RTW interviews with</p> | <p>28.08.20</p> <p>1.09.20 for teaching and office staff 2.09.20 for LTAs and site staff/cleaners</p> <p>2.09.20</p> | <p>IM RTW 3.08.20</p> |

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| | <p>washing, and cleaning of frequently touched areas in their home and/or workspace.</p> <p>The Department for Education will be providing additional support for both pupil and staff wellbeing in the current situation. Information about the extra mental health support for pupils and teachers .</p> | | <p>shielding/clinically vulnerable staff and individual risk assessments</p> <p>KC to read links for guidance and resources for well-being and pass on useful support links to staff and parents</p> | 11.09.20 | |
| <p>Shielding and protecting people who are clinically extremely vulnerable.</p> <p>BAME backgrounds</p> | <p>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 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. See the guidance on shielding and protecting people defined on medical grounds as extremely vulnerable for the current advice. 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 in September (usually at their next planned clinical appointment).</p> <p>Schools should bear in mind the potential concerns of pupils, parents and households who may be reluctant or anxious about returning and put the right support in place to address this. This may include pupils who have themselves been shielding previously but have been advised that this is no longer necessary, those living in</p> | <p>The Education Support Partnership provides a free helpline for school staff and targeted support for mental health and wellbeing.</p> | <p>BA to carry out 1-1 RTW interviews with shielding/clinically vulnerable staff and individual risk assessments</p> | 2,09,20 | |

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| | <p>households where someone is clinically vulnerable, or those concerned about the comparatively increased risk from coronavirus (COVID-19), including those from Black, Asian and Minority Ethnic (BAME) backgrounds or who have certain conditions such as obesity and diabetes.</p> <p>These staff can return to school in September as long as the system of controls set out in the Guidance for full opening of schools, are in place.</p> | <p>If parents of pupils with significant risk factors are concerned, we recommend schools discuss their concerns and provide reassurance of the measures they are putting in place to reduce the risk in school</p> | | | |
| Pregnant Staff | <p>Pregnant women are in the 'clinically vulnerable' category, and are generally advised to follow the above advice, which applies to all staff in schools.</p> <p>Employers should conduct a risk assessment for pregnant women in line with the Management of Health and Safety at Work Regulations 1999 (MHSW).</p> | <p>The Royal College of Obstetrics and Gynaecology (RCOG) has published occupational health advice for employers and pregnant women.</p> <p>This document includes advice for women from 28 weeks gestation or with underlying health conditions who may be at greater risk. We advise employers and pregnant women to follow this advice and to continue to monitor for future updates to it.</p> | <p>JM to carry out risk assessment for pregnant women with LS after RTW interview with BA</p> <p>BA to seek clarification about pregnant employees (28+ weeks) returning to work</p> | <p>2.09.20</p> <p>1.09.20</p> | <p>NA working from home</p> <p>27.08.2020 Working from home</p> |
| First Aid | <p>The school's first aid assessment should be reviewed to ensure an adequate provision, including at least one paediatric First Aider present at all times in Primaries.</p> <p>Appropriate PPE to be available to reduce the likelihood of infection transmission during first aid assessment or treatment.</p> <p>Guidance for first responders available here .</p> | <p>Consider pupil ratio, location of first aid provision, lunchtime supervision, workforce understanding of dealing with a potentially symptomatic person.</p> <p>First aid trained staff should be encouraged to maintain this key role. Staff should be updated in the additional risks associated with treating persons during the COVID-19 situation and how to improve the way they handle injured, unwell or symptomatic people.</p> <p>Advice from the St John Ambulance is available here.</p> | <p>BA to ensure that each pair of LTAs working together have first aid kit</p> <p>DG to ensure that kits are kept up to date</p> <p>All LTAs to ensure that accident slips are handed in at office at the end of lunchtime to be kept in a central</p> | <p>2.09.20</p> <p>On-going</p> <p>Daily</p> | |

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| | | | <p>area</p> <p>JM to issue updated list of first aid qualified staff in each team area</p> <p>Team leaders to identify one staff member from each team who will monitor first aid supplies and restock from central store</p> | <p>4.09.20</p> <p>2.09.20</p> | |
| <p>Personal protective Equipment [PPE]</p> | <p>PPE guidance can be found here, Implementing protective measures in education and childcare settings</p> <p>Wearing a face covering or facemask within Schools, or other education settings, is not recommended by the government.</p> <p>Increased cleansing and improved hand and respiratory hygiene habits are effective measures in controlling the spread of the virus in non-clinical settings.</p> <p>Use of PPE by staff or students who are unfamiliar with using PPE may inadvertently increase the risk of transmission. PPE should only be in circumstances of students receiving intimate personal care that already involves PPE, or if a student becomes unwell / symptomatic and needs direct personal care until they can return home.</p> <p>Read the guidance on Safe working in education, childcare and children's social care for further information on infection prevention and control including when, how PPE should be used, what type of PPE to use, and how to source it.</p> | <p>A fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained.</p> <p>If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult.</p> <p>If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn</p> <p>The following PPE equipment and hygiene resources are provided for each team area and quarantine area for use as required:</p> <p>IN EACH CLASS, OFFICE & STAFF AREAS + QUARANTINE ROOM</p> <ul style="list-style-type: none"> - tissues - anti-bacterial wipes - hand sanitiser <p>IN EACH TEAM AREA (INC OFFICE TEAM) + QUARANTINE ROOM</p> <ul style="list-style-type: none"> - disposable masks | <p>JM to ensure that there are sufficient and appropriate supplies for the start of term</p> <p>BA to source face visors</p> <p>BA to issue staff with visual</p> | <p>2.09.20</p> <p>2.09.20</p> <p>1.09.20</p> | <p>24.09.20</p> |

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| | | <ul style="list-style-type: none"> - disposable gloves - anti-bacterial spray - cleaning cloths - disposable aprons (extras for nursery) <p>ISSUED TO EACH MEMBER OF STAFF + QUARANTINE ROOM</p> <ul style="list-style-type: none"> - face visor <p>Designated SEND 1-1 staff to wear face visor at all times when working less than 2m from child</p> | <p>guidance on the safe donning and doffing of face masks</p> | | |
| <p>Office Areas.</p> | <p>Managers to assess who is required to come into the office and have the minimum amount of staff present or introduce a staggered working day.</p> <p>Consider a one-way system to reduce the risk of crossing paths with others.</p> <p>Clear signage detailing the arrangements and procedures in place.</p> <p>Hot desking and the sharing of equipment should be avoided where possible but if this cannot be achieved, then desks, non-fabric parts of chairs, keyboards, phones, PC screens and other such surfaces should be cleansed after use and before use by the next person.</p> <p>Where it is not possible to remain 2m apart, consider whether the environment can be redesigned to maintain a 2m distance, or 1m with mitigation where 2m is not viable, for example using screens or barriers, staff working side by side, or facing away from each other, rather than face to face if possible.</p> <p>Staff and cleaners to complete regular contact points & surface cleaning.</p> | <p>For further advice on working safely in offices, see Working Safely During The Coronavirus Outbreak In Offices and Contact Centres.</p> <p>No more than 2 people in any office area including main office</p> <p>Meetings of more than 2 people in HT/DHT/SBM office must take place with face coverings or be moved to the castle or staff room table area – socially distanced and with windows open.</p> <p>Screen between main reception office and entrance hall offers a barrier strictly 1 adult at a time.</p> <p>Any visitors for meetings beyond the main entrance by appointment only (contact details taken, visitors badge issued, face covering worn)</p> <p>All office areas and staffroom area to be cleaned daily with focus on touch points.</p> <p>There are photocopiers in each team area – if staff use it they wipe it and wash/sanitise their hands</p> | <p>BA to remind parents via MM that meetings in school are via appointment only</p> | <p>4.09.20</p> | |

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| | <p>Photocopier use to be limited to one person per time. Staff to reduce the need to use the photocopiers and wash hands after use. Technology should be utilised where possible, rather than the use of meeting rooms. Photocopier use to be limited to one person per time.</p> | | | | |
| <p>Students / Staff display symptoms</p> | <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.</p> <p>Anyone who has coronavirus (COVID-19) symptoms, such as a raised temperature, a new continuous cough, or a loss or change to their sense of smell or taste, or who have someone in their household who does or have been advised by NHS Test & Trace to self-isolate, should not attend school and should follow the COVID-19: guidance for households with possible coronavirus (COVID-19) infection which sets out that they must self-isolate for at least 7 days and should arrange to have a test to see if they have coronavirus (COVID-19).</p> <p>Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms. Where the staff member tests positive for COVID-19, action should be taken as per Government guidance Working Safely During COVID-19, In Offices and Contact Centres at sections 7.1.1 & 7.1.2.</p> <p>Where cleaning is required following a member of the workforce becoming unwell with symptoms of COVID-19, follow the guidance in, COVID-19: Cleaning in non-healthcare settings outside the</p> | <p>The local NE Health Protection Team should be informed of cases in schools. Telephone 0300 303 8596 (option 1). Out of hours advice 0191 269 7714</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 period that they were infectious, and ensure they are asked to self-isolate</p> <p>Staff can book a self referral test if they have coronavirus symptoms, this must be done within the first 5 days of having symptoms. People getting a test because they have symptoms and anyone living with them must stay at home until they get their results. 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.</p> <p>If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people. If they need to go to the bathroom while waiting to be collected, they should use a</p> | <p>BA to issue staff and parents with clear guidance about what to do if someone who attends school displays symptoms or tests positive</p> | <p>4.09.20</p> | |

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| | <p>home. The staff should continue to monitor themselves and their colleagues in light of a potentially symptomatic person.</p> <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 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>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). 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.</p> <p>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. 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> | | | |

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| <p>Cleaning arrangements</p> | <p>The premises will be subject to an elevated cleansing regime focusing on contactable surfaces, door handles, handrails, tables and such like.</p> <p>Hand hygiene stations must be provided throughout the school, with alcohol gel available in the circumstances where soap and water are unavailable.</p> <p>Supervision of hand sanitiser use given risks around 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</p> | <p>Public Health England has published revised guidance for cleaning non-healthcare settings to advise on general cleaning required in addition to the existing advice on cleaning those settings when there is a suspected case. Consider those susceptible to skin irritations such as eczema , psoriasis, ichthyosis and dermatitis, due to frequent hand cleansing, balanced against the risk of combustion associated with excessive use of emollient creams, including products that do not contain paraffin. Awareness raising information available from the Medicines and Healthcare products Regulatory Agency available here.</p> | <p>JM to update cleaning staff for September return</p> <p>All staff to remain vigilant and responsible regarding cleaning and wiping of any equipment used – ie if you use it, you wipe it and regularly wash hands</p> | <p>2.09.20</p> <p>On-going</p> | |
| <p>Minimise contact between groups and individuals.</p> | <p>Consistent reduced groups have been used in the summer term to reduce the risk of transmission. It is recognised that younger children will not be able to maintain social distancing, and it is acceptable for them not to distance within their group. Groups are kept apart, avoiding large gatherings such as assemblies or collective worship with more than one group. 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. 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</p> | <p>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>For example, KS4 and KS5, the groups are likely to need to be the size of year groups, or smaller groups, if achievable, are recommended.</p> <p>In primary school and the younger secondary years, schools may be able to implement smaller group sizes, if achievable, are recommended. 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). If class sized groups are not practicable, consider</p> | | | |

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| | <p>staff. Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual.</p> | <p>year group 'bubbles'. Whatever the size of the group, they should be kept apart from other groups where possible and older children should be encouraged to keep their distance within groups.</p> <p><u>Bubbles</u> at Ingleby Mill will be in class groups from September for reception – year 6 and as a year group for nursery (to be reviewed half termly or as new information is provided)</p> <p><u>Lunchtimes</u> staggered so that no more than 7 class bubbles out playing at once – all in own designated play area supervised by own designated lunchtime assistant. For supervision children will wear hi-viz vests in different colours for each bubble. Each class will be allocated their own bag of play equipment to support active play at lunchtimes.</p> <p><u>Main Hall</u> will not be used for PE or lunches – children will eat lunch in their classroom supervised by TAs. The two reception classes will eat in the small hall, one class at a time, with chairs and tables laid out to avoid facing each other directly.</p> <p>For <u>PE</u> classes will be allocated a PE day and will come to school that day wearing their PE kit for the day. Teachers will find as many other opportunities as possible during the week to take learning outside and to ensure that some of these opportunities include physical activity.</p> <p>Schools should make small adaptations to the classroom to support distancing, where possible. Staggered start, break and finishing times should be considered, and the means with which this will</p> | | | |

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| | | <p>be communicated to parents and pupils.</p> <p>Tables will be arranged so that all children face forwards and remain in their seats for as much time as possible.</p> <p>Each child will be allocated their own pens, pencils etc and provided with their own pencil case to avoid regular sharing of equipment and reduce to a minimum the amount of things brought in from home.</p> <p>Toilet visits and hand washing will be supervised to avoid gathering. Additional sinks installed outside will help spread out children washing hands after the toilet at playtimes and lunchtimes.</p> <p>Classroom doors directly on to play areas will be used where possible. Classrooms without direct outside access will have a designated door for entrance and exit.</p> <p>Older children will be reminded verbally and via signage about the need to socially distance.</p> <p>Staff will socially distance (2m) from each other at all times. Staff will socially distance (2m) from children whenever possible. Where this is not possible ie when they need to give help or guidance with work then staff will ensure that they break social distancing for no longer than 15 minutes and/ or they wear a visor. All staff will be issued with their own visor.</p> <p>Staffing has been organised into team areas. Staff enter via the main entrance, sanitise hands and then move directly to their team area. Flasks, microwaves, fridges, tea/coffee and seating</p> | | | |

| Activity to Manage | Current Control Measures | Additional Control Measures | Action by who? | Action by when? | Done |
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| | | <p>areas have been provided in each team area as well as toilets and washing facilities. The main staff room is designated for office staff/HT/DHT/SBM</p> <p>Arrangements to dispose of temporary face coverings in a covered bin, or for reusable face coverings to be placed in plastic bags they can take home with them, and to wash their hands before headlining to their classroom.</p> <p>Guidance on safe working in education, childcare and children’s social care provides more advice. More information on pupils with education, health and care plans can be found in Annex B.</p> | | | |
| Exam results day. | <p>Schools planning to open their doors to pupils on results day should continue to follow the hierarchy of controls they have used over the summer term.</p> <p>In particular this means:</p> <ul style="list-style-type: none"> • ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school • ensuring staff and pupils clean their hands more often than usual • ensuring good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach • cleaning frequently touched surfaces often using standard products, such as detergents and bleach • minimising contact and mixing as far as possible, by keeping pupils in small consistent groups - schools should aim to practise social distancing in line with current government guidance on social distancing . | NOT APPLICABLE | | | |

| Activity to Manage | Current Control Measures | Additional Control Measures | Action by who? | Action by when? | Done |
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| | <p>Pupils and parents should follow coronavirus (COVID-19): safer travel guidance for passengers when planning their travel to school, and be encouraged to walk or cycle where possible.</p> <p>Schools should consider the potential for broader social mixing outside school when deciding their approach and communicate with pupils about not socialising with each other in large groups outside school.</p> <p>Schools should continue to make clear to parents that, should they wish to accompany their child to collect their results, they must not gather at entrance gates or doors (and neither should their child), or enter the site (unless they have a pre-arranged appointment).</p> <p>Further advice can be found in protective measures guidance for education and childcare settings.</p> | | | | |
| <p>Contingency Plans for outbreaks</p> | <p>For individuals or groups of self-isolating pupils, remote education plans should be in place. These should meet the same expectations as those for any pupils who cannot yet attend school at all due to coronavirus (COVID-19).</p> <p>In the event of a local outbreak, the PHE health protection team or local authority may advise a school or number of schools to close temporarily to help control transmission. Schools will also need a contingency plan for this eventuality. This may involve a return to remaining open only for vulnerable children and the children of critical workers, and providing remote education for all other pupils.</p> | <p>See section on remote education support.</p> <p>Online only homework routines to be introduced from September 2020: via Reading Bug, Acitve Learn, Reading Plus, Oak Academy</p> <p>CGP work books leftover from summer term available for immediate use by any child who has to quarantine</p> | <p>BA to research and secure updated and upgraded resources/platform for remote learning via Google Classroom or Microsoft Teams Google Meet arranged for 18.08.20</p> <p>JM to survey parents to ascertain access to internet at home for</p> | <p>30.09.20</p> <p>30.09.20</p> | |

| Activity to Manage | Current Control Measures | Additional Control Measures | Action by who? | Action by when? | Done |
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| | | | our families. | | |
| Transport | <p>Dedicated school transport. The previous social distancing restriction on dedicated transport will not apply for the autumn term. The approach to dedicated transport should align as far as possible 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 (except those under 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. | DfE will shortly publish new guidance to local authorities on providing dedicated school transport, based on the framework outlined here. | | | |
| Premises management | A useful guide for facilities managers on safely reoccupying buildings can be found in the Chartered Institute of Building Services Engineers' guidance on emerging from lockdown . | NOT APPLICABLE AS SCHOOL NEVER CLOSED – and normal safety checks and routines continued throughout | | | |

| Activity to Manage | Current Control Measures | Additional Control Measures | Action by who? | Action by when? | Done |
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| Control of Contractors arrangements | <p>Schools should consider how to manage other visitors to the site, such as contractors, and ensure that the risks associated with :</p> <ul style="list-style-type: none"> • managing contractors • visitors • catering staff • deliveries • cleaning staff <p>Who may be on site working throughout the school and across different groups are addressed.</p> <p>Schools should ensure that their documented Control of Contractors 'Comprehensible Information' and 'Authorisation to Work' permits are up to date arrangements and provide the necessary challenge to visiting contractors</p> | <p>The school should seek to obtain risk assessments and or written accounts of visiting contractor's safe operating procedures implementing COVID-19 secure principles. This will require close co-operation between schools and other employers. Schools should have discussions with key contractors about the school's control measures and ways of working as part of planning for the autumn , accurately reflect the schools COVID-Secure term.</p> <p>Schools should 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.</p> | JM/ Site staff to obtain any relevant risk assessments as necessary as well as always obtaining contact details and maintaining records of work done and dates | On-going as part of normal control of contractors routines/permits to work | |
| Water Hygiene | <p>As a result of closure or part closure, drinking water systems may have been subject to stagnation due to low turnover of mains water or water in storage. This may result in warming of water in internal plumbing systems, microbiological regrowth or increased uptake of plumbing metals. Unless steps are taken before the building is reoccupied there is a risk of adverse drinking water quality and potential risks to health. Advice on this can be found in the guidance on Legionella risks during the coronavirus outbreak.</p> | <p>Schools should consult with their water hygiene contractor to establish the extent of mitigation necessary in individual circumstances, in accordance with the written scheme.</p> <p>This may vary from simply running all taps, to a thoroughly cleaning and disinfection of the system.</p> | | | |
| Ventilation | Once the school is in operation, it is important to ensure good ventilation and maximising this wherever possible, for example, opening windows and propping open doors, where safe to | Air conditioning? | JM to check regulations in regard to any air conditioning in | 2.09.20 | |

| Activity to Manage | Current Control Measures | Additional Control Measures | Action by who? | Action by when? | Done |
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| | <p>do so (bearing in mind safeguarding and security in particular). Advice on this can be found in Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak . Where any fire doors are opened to improve ventilation, this action should be recorded in the establishment's Fire Risk Assessment, with instruction to return the door to its closed position fulfilling the function of the Fire Door at the end of the school day.</p> | | school. | | |
| Fire Management | <p>All relevant fire safety equipment and systems shall be checked and tested and recorded in the premises Fire Log Book before fully reopening.</p> | <p>This would include: -</p> <ul style="list-style-type: none"> • a full functional test of the fire detection and alarm system using multiple call points across the site and involving the call receiving centre if appropriate. • a full discharge test of the emergency lighting system across the site • a visual inspection of all fire extinguishers to ensure that they are correctly located, full and not obviously damaged • checking that fire escape routes are clear of any obstructions • checking that final fire escape doors are unlocked and operational • checking the operation of internal fire doors to ensure that they close properly • checking that automatic fire dampers, smoke venting and smoke extraction systems are operational. <p>Checks continue as normal as school never closed during lockdown and checks were maintained</p> | JM to source additional fire blankets for team areas to be positioned next to microwaves | 2.09.20 | |
| Statutory maintenance. | Facilities Managers should review all relevant statutory cyclical maintenance to ensure their | | | | |

| Activity to Manage | Current Control Measures | Additional Control Measures | Action by who? | Action by when? | Done |
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| | currency, for example <ul style="list-style-type: none"> • lifting equipment (people and goods) • pressure systems • fixed electrical systems [electrical installation condition surveys] • portable appliance testing gas appliances, etc. | | | | |
| Lifts | Many lifts will have been switched off for lockdown. Whilst most will go back into service without any glitches there are some precautionary steps that should be taken before returning them to regular service. Chartered Institute of Building Services Engineers' provides guidance on returning lifts to regular service and lift use and occupancy. | NOT APPLICABLE | | | |
| Safeguarding | Schools should consider revising their child protection policy (led by their Designated Safeguarding Lead) to reflect the return of more pupils. Schools must have regard to the statutory safeguarding guidance, keeping children safe in education and should refer to the coronavirus (COVID-19): safeguarding in schools, colleges and other providers guidance | Designated safeguarding leads (and deputies) should be provided with more time, especially in the first few weeks of term, to help them provide support to staff and children regarding any new safeguarding and welfare concerns and the handling of referrals to children's social care and other agencies where these are appropriate, and agencies and services should prepare to work together to actively look for signs of harm. Communication with school nurses is important for safeguarding and supporting wellbeing, as they have continued virtual support to pupils who have not been in school. | BA to update CP Policy COVID Annex as required prior to opening in September and pass on to staff and governors | 2.09.20 | |
| Behaviour expectations | Schools should consider updating their behaviour policies with any new rules/policies, and consider how to communicate rules/policies clearly and consistently to staff, pupils and parents, setting clear, reasonable and proportionate expectations of pupil behaviour. Further details are available at Behaviour and discipline in schools . | Schools should set out clearly at the earliest opportunity the consequences for poor behaviour and deliberately breaking the rules and how they will enforce those rules including any sanctions. This is particularly the case when considering restrictions on movement within school and new hygiene rules. Schools will need to work with staff, pupils and parents to ensure that behaviour expectations | BA to review and update behaviour policy as required and communicate with staff BA/KC to liaise with staff to update any existing behaviour | 4.09.2020 11.09.2020 | |

| Activity to Manage | Current Control Measures | Additional Control Measures | Action by who? | Action by when? | Done |
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| | | <p>are clearly understood, and consistently supported, taking account of individual needs and should also consider how to build new expectations into their rewards system.</p> | <p>risk assessments and to quickly identify any additional pupils where a risk assessment may be required in light of COVID-19</p> <p>BA to discuss with Team Leaders how IMPS reward system may need to be adapted to allow for social distancing</p> | <p>26.08.20</p> | |
| <p>Individual pupil risk assessments</p> | <p>Consider pupils who have not previously required a risk assessed but who may now present with a risk :</p> <ul style="list-style-type: none"> • pupils who need specific care, which cannot be delivered whilst ensuring social distancing • potentially violent pupils, especially those with a known risk of spitting and/or requiring physical restraint. | | <p>AS ABOVE: BA/KC to liaise with staff to update any existing behaviour risk assessments and to quickly identify any additional pupils where a risk assessment may be required in light of COVID-19</p> | <p>11.09.20</p> | |
| <p>Educational Visits.</p> | <p>In the autumn term, educational residential visits remain prohibited.</p> | <p>Day trips are permitted in line with protective measures, such as keeping children within their consistent group, and the COVID-secure measures in place at the destination.</p> <p>Schools should also make use of outdoor spaces in the local area to support delivery of the curriculum.</p> <p>As normal, schools should undertake full and</p> | | | |

| Activity to Manage | Current Control Measures | Additional Control Measures | Action by who? | Action by when? | Done |
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| | | <p>thorough risk assessments in relation to all educational visits to ensure they can be done safely. As part of this risk assessment, schools will need to consider what control measures need to be used and ensure they are aware of wider advice on visiting indoor and outdoor venues. Schools should consult the health and safety guidance on educational visits when considering visits.</p> <p>From September 2020 IMPS will not plan any off-site educational visits. This will be reviewed half termly and/or new information comes to light.</p> | | | |
| Music | <p>Schools should note that there may be an additional risk of infection in environments where you or others are singing, chanting, playing wind or brass instruments or shouting.</p> <p>This applies even if individuals are at a distance.</p> | <p>Schools should consider how to reduce the risk, particularly when pupils are playing instruments or singing in small groups such as in music lessons by, for example, physical distancing and playing outside wherever possible, limiting group sizes to no more than 15, positioning pupils back-to-back or side-to-side, avoiding sharing of instruments, and ensuring good ventilation.</p> <p>Singing, wind and brass playing should not take place in larger groups such as school choirs and ensembles, or school assemblies. Further more detailed DfE guidance will be published shortly.</p> <p>No classroom singing or recorder playing whatsoever.</p> | <p>GF to maintain contact with TVMS regarding protocols for visiting music peris and keep HT and main office informed.</p> <p>GF to arrange for a box of musical hand held percussion instruments to be allocated to each team (reminders about wiping after use)</p> | On-going | |
| Physical activity in schools | <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>External facilities can also be used in line with government guidance.</p> <p>Schools should refer to the following advice:</p> | | | |

| Activity to Manage | Current Control Measures | Additional Control Measures | Action by who? | Action by when? | Done |
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| | <p>Pupils should be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided.</p> <p>Outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene.</p> <p>This is particularly important in a sports setting because of the way in which people breathe during exercise.</p> | <p>guidance on the phased return of sport and recreation and guidance from Sport England for grassroot sport advice from organisations such as the Association for Physical Education and the Youth Sport Trust .</p> <p>Schools are able to work with external coaches, clubs and organisations for curricular and extra-curricular activities where they are satisfied that it is safe to do so.</p> <p>Schools should consider carefully how such arrangements can operate within their wider protective measures.</p> <p>Activities such as active miles, making break times and lessons active and encouraging active travel help enable pupils to be physically active while encouraging physical distancing.</p> <p>From September 2020 – no external sports coaches in school (to be reviewed half termly and/or as new information comes to light)</p> <p>Teams to be allocated PE/Sport day each week when children will come to school wearing their PE kit.</p> | <p>Team Leaders to allocate PE times for staff in their team.</p> | | |
| <p>Sports governing bodies.</p> | <p>The Department for Digital, Culture, Media and Sport’s guidance Return to recreational team sport framework outlines how individual sports action plans and guidance will be reviewed. Plans will include an assessment of transmission risk that a return to competitive recreational activity represents based on three key variables:</p> <ul style="list-style-type: none"> • Droplet transmission • Fomite transmission • Population. <p>Once the DCMS has reviewed and confirmed the adequacy of plans, the national governing body will be linked at the bottom of page of the link</p> | <p>All clubs running activities for children should also consult the DfE guidance on Protective measures for out-of-school settings, which sets out further practical steps providers of community activities, holiday clubs, after-school clubs, tuition and other out-of-school provision for children should follow to minimise the risk of transmission for children attending their settings.</p> <p>From September 2020 IMPS will not undertake any after school clubs (external or internal staff) OTHER THAN WRAP AROUND CARE PROVIDED BY Plus 5’s who rent the school halls</p> | | | |

| Activity to Manage | Current Control Measures | Additional Control Measures | Action by who? | Action by when? | Done |
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| | <p>above.</p> <p>Public Health England may also wish to review action plans and guidance in certain circumstances. In such a case, the review process may take longer.</p> <p>Until the national governing body is linked on GOV.UK, the team sport should not restart.</p> | <p>before and after school. (to be reviewed half termly and/or as new information comes to light)</p> | | | |
| Extra curricular activity | <p>Schools can consult the guidance produced for summer holiday childcare, available at Protective measures for out-of-school settings during the coronavirus (COVID-19) outbreak as much of this will be useful in planning extra-curricular provision.</p> <p>This includes schools advising parents to limit the number of different wraparound providers they access, as far as possible. Where parents use childcare providers or out of school activities for their children, schools should encourage them to seek assurance that the providers are carefully considering their own protective measures, and only use those providers that can demonstrate this.</p> <p>As with physical activity during the school day, contact sports should not take place.</p> | | | | |
| Catering | <p>The government expect that kitchens will be fully open from the start of the autumn term and normal legal requirements will apply about provision of food to all pupils who want it, including for those eligible for benefits-related free school meals or universal infant free school meals.</p> <p>School kitchens can continue to operate, but must comply with the guidance for food businesses on coronavirus (COVID-19).</p> | <p>The small dining hall will be used for the two reception classes only (in turn with cleaning in between)</p> <p>All other classes will eat lunches in the classroom. Catering staff will provide meals that can be delivered to the classrooms alongside children who bring in a packed lunch. Children will wash their hands before and after they eat. Eating will be supervised by teaching assistants.</p> | | | |

| Activity to Manage | Current Control Measures | Additional Control Measures | Action by who? | Action by when? | Done |
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| | | Lunch playtimes will be supervised by pairs of LTAs working with year groups one class bubble at a time for 30 minutes outdoor play each. Hi-viz vests in different colours will identify class bubbles. | | | |

| | Name | Date | Comments |
|---|------|------|----------|
| 1 st review by | | | |
| Quality assurance check by manager / line manager | | | |

Sharing the results of your risk assessment

You should share the results of your risk assessment with your workforce and you may wish to consider publishing the results on your website.

Below you will find a notice you should display in your workplace to show you have followed this guidance.

Staying COVID-19 Secure in 2020

We confirm we have complied with the government's guidance on managing the risk of COVID-19

**FIVE STEPS TO SAFER
WORKING TOGETHER**

- We have carried out a **COVID-19 risk assessment** and shared the results with the people who work here
- We have **cleaning, handwashing and hygiene procedures** in line with guidance
- We have taken all reasonable steps to **help people work from home**
- We have taken all reasonable steps to **maintain a 2m distance** in the workplace
- Where people cannot be 2m apart, we have done everything practical to **manage transmission risk**

Employer _____ Date _____

Who to contact: _____
(or the Health and Safety Executive at www.hse.gov.uk or 0300 003 1647)

This document is current at the date published, but expect the government's guidance to be revised and updated regularly. Schools should check the relevant government websites for new and revised guidance at:

- [Health and Safety Executive](#),
- [Gov.UK](#)
- [National Health Service](#)
- [Public Health England](#)
- [Department for Business, Energy & Industrial Strategy](#).

You can check for updates at healthandsafetyunit@stockton.gov.uk or contact a member of the Health & Safety Team.

Risk Assessment template prepared by:

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3.8.20