

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](#), [Public Health England](#) and the [Department for Business, Energy & Industrial Strategy](#), in accordance with the 'COVID-19 secure' guidelines.

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 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 will 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.

Risk Assessment	COVID-19 re-opening arrangements	
School	Whinstone Primary School	
Department:		
Section:		

Task/Activity:	Implementing Protective Measures to Mitigate against Covid-19 Infection
----------------	---

Author:	School SLT	Date:	<ul style="list-style-type: none"> • 19.05.20 • Updated 15.06.20 • Revisited and updated 07.07.20 • Updated 10.09.20 • Updated 04.12.20 • Updated 04.01.21 • Updated 23.02.2021
---------	------------	-------	--

Quality Assurance Check by Manager / Line Manager		Date:	
---	--	-------	--

This Risk assessment was initially written in May 2020 and updated in June 2020, July 2020, September 2020 and February 2021
It has been revisited and updated in line with guidance “DFE Guidance for full opening – schools” and “Schools coronavirus operational guidance Feb 21
“[Here](#)”

Whinstone Primary School will employ a system of control that includes prevention and response to any infection.
Manage confirmed cases of coronavirus (COVID-19) amongst the school community

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 authority health protection team. This team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace.

Local Authority Health Protection Team – 01642 528474. covidoutbreak@stockton.gov.uk

Public Health England advice remains that the way to control the virus is with the system of controls.

Prevention

You must always:

- 1) Minimise contact with individuals who are required to self-isolate by ensuring they do not attend the school.
- 2) Ensure face coverings are used in recommended circumstances.
- 3) Ensure everyone is advised to clean their hands thoroughly and more often than usual.
- 4) Ensure good respiratory hygiene for everyone by promoting the ‘catch it, bin it, kill it’ approach.
- 5) Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents.
- 6) Consider how to minimise contact across the site and maintain social distancing wherever possible.
- 7) Keep occupied spaces well ventilated.

In specific circumstances:

- 8) Ensure individuals wear the appropriate personal protective equipment (PPE) where necessary.
- 9) Promote and engage in asymptomatic testing, where available.

Response to any infection

You must always:

- 10) Promote and engage with the NHS Test and Trace process.
- 11) Manage and report confirmed cases of coronavirus (COVID-19) amongst the school community.
- 12) Contain any outbreak by following local health protection team advice.

Each activity to manage (below) will have a clear link and be referenced to the relevant system of control

Activity to Manage	Current Control Measures	Additional Control Measures	Action by who?	Action by when?	Done
		Any further control measures that the School will adopt?	Assign this control measure to a nominated person.	Give a deadline for this, before the School re-opens.	Record when this was completed.
<p>Prevention Ensure those who have coronavirus symptoms, or have someone in their household who does, does not attend school. (SOC link – 1)</p>	<p>The school community have been instructed and frequently reminded since the start of the Covid response that they should not attend school if they have symptoms or someone in their household does (including those in the support bubble or childcare bubble)</p>	<p>All written communication to parents to include the phrasing “If you have coronavirus symptoms, or have someone in your household who does, do not attend school”.</p> <p>Sign placed in main entrance to advise school community. This message is repeated in a prominent position on the school website.</p>	<p>HT</p> <p>DHT / ICT</p>	<p>Ongoing</p>	<p>10.07.20</p> <p>14.07.20</p>

Activity to Manage	Current Control Measures	Additional Control Measures	Action by who?	Action by when?	Done
<p>Prevention</p> <p>Ensure those who have coronavirus symptoms, or have someone in their household (including someone in a support bubble or childcare bubble) who does, does not attend school</p> <p>Students / Staff display symptoms</p> <p>Must engage with the NHS track and Trace process – see below (SOC link – 1)</p> <p>Those who are required to quarantine having recently visited countries outside the Common Travel Area should not attend school.</p> <p>If anyone tests positive whilst not experiencing symptoms but develops symptoms during the isolation</p>	<p>People (or those of their household) showing symptoms should remain at home and self-isolate.</p> <p>If people become unwell and display symptoms in an education setting, they must be sent home and follow the advice found here. (They must cease to attend and do not attend for at least 10 days from the day after their symptoms started or the test date of a positive test)</p> <p>If a child is awaiting collection they should be moved, if possible, to a well ventilated room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required.</p> <p>If it not possible to isolate them, move the student to an area which is at least 2 metres away from other people.</p> <p>The person should be told to book a coronavirus test and inform school of the outcome as soon as possible</p> <p>PPE should be worn by staff caring for the child whilst they await collection, if a distance of 2 metres cannot be maintained.</p> <p>If they require the use of toilet facilities whilst waiting to be collected, they</p>	<p>More information on self-isolation can be found here.</p> <p>Unwell adults will be asked to go home and book a test https://www.nhs.uk/ask-for-a-coronavirus-test or be provided with a home testing kit if these have been made available to school.</p> <p>Unwell children will be moved to a secure, well ventilated area (group room next to DHT office) A member of staff will contact parents A member of staff will remain with the unwell pupil Pupil’s parents will be provided with a home testing kit (and instructions). If testing kits are not available parents will be told to book a test https://www.nhs.uk/ask-for-a-coronavirus-test PPE will be stored in this area</p> <p>Should any pupil or staff require a test for Coronavirus they will inform the HT of the outcome.</p> <p>Child will be escorted to the nearest toilet, this will be cleaned by the cleaner on duty.</p>	<p>DHT</p> <p>A member of staff will be available to support any pupils displaying symptoms. School office staff will provide home testing kits (if they are available)</p> <p>Parent of pupil displaying symptoms / staff member</p> <p>Staff supervising the pupil and cleaner on duty</p> <p>On duty cleaner</p>	<p>14.07.20</p> <p>Immediately</p> <p>Ongoing</p> <p>Ongoing</p>	<p>Secure area created March 2020 Relocated in July 20</p>

Activity to Manage	Current Control Measures	Additional Control Measures	Action by who?	Action by when?	Done
<p>period, they must restart the 10 day isolation period from the day the symptoms developed (SOC link – 1, 10)</p>	<p>should use a separate toilet, if possible, to all other students.</p> <p>The facilities should be cleaned and disinfected using standard cleaning products before being used by other persons.</p> <p>If a staff member has assisted someone who was displaying symptoms, they do not need to go home and self -isolate, unless</p> <ul style="list-style-type: none"> - they become unwell themselves. - The symptomatic person subsequently tests positive - They are requested to do so by track and trace <p>The symptomatic student’s class should be monitored by staff to ensure no other possible cases arise. Should the symptomatic person be a staff member, they must self-isolate and their class/classes, workstation, desk, chair and other frequently used items within the school should be cleaned.</p>	<p>COVID-19: Cleaning in health non-healthcare settings</p> <p>Children to be removed from the classroom and the on duty cleaner clean the station of the member of staff/work area of the pupil/facilities used</p> <p>Staff member(s) and cleaners to wash hands with soap and water</p>	<p>Staff member supporting the pupil</p> <p>On duty cleaner</p>	<p>Ongoing</p>	

Activity to Manage	Current Control Measures	Additional Control Measures	Action by who?	Action by when?	Done
<p>Prevention Clean hands thoroughly more often than usual</p> <p>In response to the new variant/strain of Coronavirus (Jan 21) School to continue to have plentiful supplies of soap and sanitising fluids (SOC link – 3)</p>	<p>Sufficient hand washing facilities are readily available with liquid soap dispensers and ample supplies of paper towels.</p> <p>All persons wash their hands on arrival at the building, before eating, after eating, when entering the building from outside and after sneezing or coughing etc.</p>	<p>Communicate expectations to staff and parents about cleaning and hygiene. Guidance on cleaning non-healthcare premises available here .</p> <p>Large sign displayed in the main entrance instructing all present in the school building wash their hands as they enter the site</p> <p>Posters reminding staff / pupils to regularly wash hands displayed around the school</p> <p>Soap dispensers available at all sinks and regularly checked and refilled</p> <p>Frequent hand washing and drying – see guidance on hand cleaning. Alcohol gel is also readily available around the school. Alcohol gel is only recommended in circumstances where hand washing is not immediately practical.</p> <p>Posters offering guidance on how to wash hands to be placed at all sinks (age appropriate)</p>	<p>Site supervisors, daily</p> <p>All persons on site</p> <p>All persons</p> <p>Site manager</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	<p>All sinks have soap dispensers March 2020</p> <p>Sign displayed from April 2020 14.07.20</p>
<p>Ensure face coverings are used in recommended circumstances (SOC link – 2)</p>	<p>In primary schools, we recommend that face coverings should be worn by staff and adult visitors in situations where social distancing between adults is not possible (for example, when moving around in corridors and communal areas). Children in primary school do not need to wear a face covering.</p>	<p>Staff to wear face coverings in all communal areas and when walking around the school site. Face coverings can be removed when staff have reached their area of work eg classroom or office. Staff can wear a face covering in the classroom if they wish</p> <p>A small contingency supply of face coverings are available in school.</p> <p>In response to the new variant/strain of Coronavirus (Jan 21) Parents and carers invited to wear face masks on</p>	<p>All staff</p> <p>Staff / parents</p>	<p>Ongoing</p>	

Activity to Manage	Current Control Measures	Additional Control Measures	Action by who?	Action by when?	Done
		<p>school site Staff to wear face coverings when children enter and leave the building at the start and end of the day (as children enter and egress the school building)</p> <p>Pupils can wear a face covering if they or their parents chooses to do so – children will be instructed to</p> <ul style="list-style-type: none"> - not touch the front of their face covering during use or when removing it - dispose of temporary face coverings in a 'black bag' waste bin (not recycling bin) - place reusable face coverings in a plastic bag they can take home with them - wash their hands following the removal of a facemask 	Staff / pupils		
<p>Prevention Catch it, bin it, kill it approach (SOC link - 4)</p>	<p>Improved hygiene habits from pupils, use tissues to cough or sneeze into rather than using hands (“catch it, bin it, kill it”) Persons encouraged not to touch their mouth, eyes and nose.</p> <p>Regularly touched surfaces cleaned regularly using bleach* or detergent / disinfectants , this may include touch screens, door handles, bannisters, desks, seats, light switches, toilets, sinks etc. See cleansing guidance. *Following manufacturer’s instructions.</p> <p>Where possible, all spaces should be well ventilated using natural ventilation.</p>	<p>Catch it, bin it, kill it posters. Children will be taught additional hygiene procedures Additional tissues available.</p> <p>School cleaner to be employed during the school day to clean toilets, sink areas, frequent contact point and high traffic communal areas at additional times within the working day. (11am-2pm)</p> <p>Further guidance on cleaning approaches available from Implementing Protective Measures in Education and Childcare Settings, available here.</p> <p>Windows and vents to be opened to ensure</p>	<p>All staff and pupils</p> <p>HT to ensure employment of cleaner</p> <p>Site supervisors and class teachers</p>	<p>Before September</p> <p>By the end of the summer term</p> <p>Ongoing</p>	<p>March 2020 and ongoing</p>

Activity to Manage	Current Control Measures	Additional Control Measures	Action by who?	Action by when?	Done
<p>Prevention Enhanced cleaning (SOC link -5)</p>	<p>The premises are subject to an elevated cleansing regime focusing on contactable surfaces, door handles, handrails, tables. High usage areas are regularly cleaned eg sink areas</p> <p>Hand hygiene stations are provided throughout the school, with alcohol gel available in the circumstances where soap and water are unavailable.</p> <p>Children eat their lunch in the classroom, class desks to be cleaned before and after eating.</p>	<p>ventilation. Any available extractor fans to be used.</p> <p>Further guidance on cleaning in non-healthcare settings available here. (Guidance to be updated by the end of July)</p> <p>Each group room to have a cleaning station with antibacterial surface cleaner, cloths/wipes and disposable gloves.</p> <p>Children will take a break outside before eating lunch. Nominated lunchtime supervisors to clean desks when children are outside</p> <p>On duty cleaner to regularly clean frequently touched surfaces. Prevention, toilet areas and sink areas (cyclic continuous cleaning)</p> <p>On duty cleaner to regularly clean frequently touched areas such as door handles window openers</p> <p>All areas to be thoroughly cleaned at the end of the day by cleaning team</p>	<p>DHT. Followed by all staff and site supervisor ensuring regular supplies</p> <p>Lunchtime supervisors</p> <p>On duty cleaner</p> <p>Cleaning team</p>	<p>Before the end of the summer term then – Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	<p>March 2020</p>
<p>Prevention Safe Social Distancing (SOC link - 6)</p> <p>2 metre rule Update – Ideally, adults should maintain 2 metre distance from each other, and from</p>	<p>Posters around school reminding of a safe social distance.</p>	<p>In response to the new variant/strain of Coronavirus (Jan 21) Staff are to avoid all unnecessary meetings – this includes meeting at lunchtime in the staffroom/breakout rooms</p> <p>Door wedges for all internal doors to reduce hand contact. Fire risk assessment updated, with addition of fire wardens to close any fire doors upon alarm</p>	<p>HT and DHT</p> <p>Site supervisor</p> <p>Site supervisor</p>	<p>Before end of the summer term</p> <p>Before the end of the summer term</p>	<p>March 2020</p> <p>March 2020</p> <p>16.07.20</p>

Activity to Manage	Current Control Measures	Additional Control Measures	Action by who?	Action by when?	Done
<p><i>children. We know that this is not always possible, particularly when working with younger children, but if adults can do this when circumstances allow that will help. In particular, they should avoid close face to face contact and minimise time spent within 1 metre of anyone – Guidance for full opening of schools (updated Dec 2020)</i></p>		<p>activation and at the end of the school day.</p> <p>Various separation zones around the school are clearly marked</p> <p>Staff to maintain a 2m distance from colleagues and pupils</p> <p>Staff to minimise the time they spend working within 1 metres of colleagues and pupils. 1:1 reading should be undertaken at least a 2m distance</p>			
<p>Prevention Grouping children (SOC link- 6)</p>	<p>From September 2020 Children will be taught in full classes. In Key Stage 1 and 2 each class will be part of a year group bubble.</p> <p>Reception classes will be part of a year group bubble</p> <p>Nursery groups will be a bubble</p>	<p>Year group bubbles will not mix inside the school building. Classes will remain with their class teacher in their class throughout the teaching day.</p> <p>The year group bubble will have a joint morning break afternoon break, and lunchtime break (outside only). The playground and field will be zoned to ensure minimal contact between different year group bubbles.</p> <p>Classes will eat lunch in their classroom. Children will eat a packed lunch from home or a packed lunch provided by the kitchen. Tables will be cleaned before children eat (see above)</p> <p>Where possible classes will have their own handwashing facilities, for sole use by that class.</p>	<p>HT and DHT to create class lists, allocate classrooms</p> <p>Team leader to create playground timetable</p> <p>Lunchtime supervisors</p> <p>Cleaner on duty TA</p>	<p>Before end of the summer term</p> <p>Before end of the summer term</p>	<p>07.07.10</p> <p>10.07.20</p> <p>Completed before</p>

Activity to Manage	Current Control Measures	Additional Control Measures	Action by who?	Action by when?	Done
		Year group bubbles not to use the same handwashing / toilet areas at the same time. Such areas to be timetabled and cleaned between bubble use			01.09.20
<p>Prevention Measures within the classroom / equipment (SOC link- 6)</p>	<p>From September Children sit at one desk and this will be their allocated space. Children will have their own equipment (pen, pencil etc) to remain on their desk and only to be used by them</p> <p>Adults to maintain a 2m distance from each other and children</p> <p>Classroom based resources such as books and games can be used and shared within the bubble</p> <p>Children in EY frequently sit on the carpet. Carpet areas will be vacuumed on a daily basis and have a light mist of disinfectant applied each week.</p>	<p>Desks will all face forward in rows Children will not be separated by the 2m rule</p> <p>Recommended that children bring their own pencil case and resources for their own use.</p> <p>If this is not possible adults will avoid face to face contact and minimise the time spent within 1 m of anyone (This may not be possible when working with a child who has complex needs or who needs close contact care)</p> <p>Adults not to work at the height level of the child</p> <p>Classroom based resources that are regularly used will need to be regularly cleaned (or rotated and not used by another bubble for a period of 48 hours -72 hours for plastics)</p> <p>Consider using the same resource for the same child on a day to day basis</p> <p>Some resources eg plastics such as lego will be cleaned using a Milton /disinfectant solution</p> <p>Certain role play areas, such as construction in EY wet area, will take place on a gym mat which is easily wiped clean.</p>	<p>Class teachers to set own classrooms</p> <p>All adults</p> <p>Adults</p> <p>All adults. Adults can liaise with cleaning staff to ensure highlighted resources are cleaned</p> <p>Class teachers TA</p> <p>Class teachers TA</p> <p>Site manager and EY staff</p>	<p>Before the end of the summer term</p> <p>Ongoing</p> <p>Ongoing</p>	<p>Classrooms prepared by 20.07.20</p>

Activity to Manage	Current Control Measures	Additional Control Measures	Action by who?	Action by when?	Done
	Adult contact with pupil books	Staff who work with classes on a timetabled weekly basis to ensure books (that children have written in) are collected at the end of the lesson by a pupil and placed on the book shelf – staff can collect these books 72hours later in order to mark them	Adults	Action from 12 October. Isolation of Y5 class. Identified staff were told to self isolate by PHE due to contact with pupils books (not with the pupil)	
Prevention Outdoor learning space (SOC link- 6)	EY team to limit their use of outdoor equipment to large items to ensure easy cleaning KS1 and KS2 classes not to use the outdoor learning areas EY team will limit their use of outdoor equipment to large items to ensure easy cleaning	Between the nursery morning and afternoon sessions frequently touched areas/resources, toilets and large outdoor equipment will be cleaned – using a liquid disinfectant spray. Other equipment will be rotated and left unused to reduce the need for frequent cleaning (or rotated and not used by another bubble for a period of 48 hours (72 hours for plastics) unless cleaned Between the nursery morning and afternoon sessions frequently touched areas/resources, toilets and large outdoor equipment will be cleaned by the on duty cleaner	Nursery staff to use liquid disinfectant All staff On duty cleaner	Ongoing Ongoing	Large “garden spray bottles” in school 07.07.20
Additional measures: Clinically extremely vulnerable and clinically vulnerable staff.	Staff who are extremely clinically vulnerable are advised not to attend the workplace – they will have received a letter from their GP or NHS telling them this (staff will be able to work from home)	In response to the new variant/strain of Coronavirus (Jan 21) Staff to inform the HT if they are provided with updated medical advice from their named medical professional	HT and DHT	Communicated prior to opening. Reviewed on a regular basis	RA carried out for staff concerned (12), completed by 15.07.20

Activity to Manage	Current Control Measures	Additional Control Measures	Action by who?	Action by when?	Done
	<p>Staff who are clinically vulnerable are able to attend school and follow this risk assessment to reduce minimise the risk of transmission</p> <p>Pregnant workers are considered clinically vulnerable. School will consult the following documentation HERE to support pregnant workers</p>	<p>Staff who are pregnant must inform the headteacher in order that a risk assessment can be written.</p>	<p>Staff member and HT</p>		
<p>Prevention Measures elsewhere (SOC link- 6)</p>	<p>No large gathering such as assemblies</p> <p>Pupils will have staggered start/finish times and play/lunchtimes (see below)</p> <p>Staff room / break out areas will have separated furniture</p> <p>Review existing Policies Procedures.</p>	<p>The school will review existing policies and procedures to ensure they are compatible with and reflect the steps taken to manage COVID19. e.g. First Aid & Mini bus Policies.</p>	<p>HT and DHT</p> <p>DHT</p>	<p>Before the end of the summer term</p>	<p>Timetable plan in place 10.07.20</p> <p>Minibus addendum and first aid 14.07.20 staff shared folder</p>
<p>Additional measures: Premises management</p> <p>Water Hygiene</p>	<ul style="list-style-type: none"> Continuation of all routine internal checks, including but not limited to weekly Legionella water safety checks, fire system checks and monthly fire safety checks Continuation of regular routine external contracted maintenance, including but not limited to Annual gas safety inspections, PAT testing, mechanical maintenance, lift maintenance, water systems cleaning. 	<ul style="list-style-type: none"> Review routine maintenance schedules and specifications in light of COVID-19 and confirm if any changes are required. Review site procedures and modify to meet COVID-19 requirements, e.g. use of lifts, cool water provision. 	<p>Site supervisor</p> <p>Site Manager</p>	<p>Ongoing actions</p>	

Activity to Manage	Current Control Measures	Additional Control Measures	Action by who?	Action by when?	Done
Additional measures: Fire Management	<ul style="list-style-type: none"> The premise fire risk assessment shall be reviewed and updated to include information on emergency evacuation procedures in line with safe social distancing promoted for staff. All relevant fire safety equipment and systems shall be checked before the premises are fully re-occupied. 	<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. 	Site manager	Ongoing actions Full test before the reopening of school (following the summer break)	
Prevention Measures for arriving and leaving school (SOC link- 6)	From September 2020 staggered start and finish times for different year groups reducing the numbers of parents on site at the start and end of the day	<p>Where possible, classes will have their own entrance/exit doors</p> <p>Parents will not be able to enter the school building</p> <p>Only 1 adult to accompany children on the school site</p> <p>Parents will be reminded to keep a social distance on the playground</p>	HT and DHT Parents	Before the end of the summer term Ongoing	10.07.20 plan in place

Activity to Manage	Current Control Measures	Additional Control Measures	Action by who?	Action by when?	Done
	<p>Face coverings are not to be worn as children enter school</p> <p>All children wash hands on entering school and before leaving school</p> <p>Thorough cleaning of entrance and exits</p>	<p>Parents to remove face coverings for pupils before they enter the school site, the face covering will be taken home. Disposable face coverings will be placed in the class bin immediately. Children told not to touch their face</p> <p>Reusable face coverings to be placed in a plastic bag and kept inside school bag. Children will wash hands after the removal of a facemask and not touch their face</p> <p>Sinks with water, soap and hand towels have been allocated to each class to ensure children are able to wash their hands upon arrival and throughout the school day.</p> <p>After year group / class bubbles enter the building using shared doors, the doors and entrances will be cleaned (timetabling ensure that bubbles do not mix at entrance and exit points) Cleaning equipment to be available at each location</p> <p>In response to the new variant/strain of Coronavirus (Jan 21) Staff not to engage in conversation with parents at the class entry/exit point. Staff to request parents contact them via the school office</p>	<p>Parents and individual pupils</p> <p>Class teachers to ensure children wash hands</p> <p>Staff greeting children</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	
<p>Prevention Other considerations Supply teachers, peripatetic teachers, Specialist therapists, clinicians and staff supporting pupils</p>	<p>From September 2020 can work in Whinstone Primary School, they are able to move between schools. They should maintain a 2 m distance between school staff</p>	<p>Visiting staff will:</p> <ul style="list-style-type: none"> • Remain outside the building until entry is permitted (intercom system) • Use alcohol cleaner before using the touch screen to sign into school • sign into school • immediately wash hands with soap and water 	<p>Visiting staff Office staff</p>	<p>Ongoing</p>	<p>March 2020</p>

Activity to Manage	Current Control Measures	Additional Control Measures	Action by who?	Action by when?	Done
with SEND and temporary staff (SOC link- 6)		<ul style="list-style-type: none"> • be provided with guidance as to how school is managing social distancing. • The area/room used by the visiting staff will be cleaned before being used by others (cleaner on site will be directed to the appropriate area) • Wash hands when leaving the site • Use alcohol gel before using the touch screen sing out system Scan the NHS track and trace QR code			25.09.20
Additional measures: Control of visitors (SOC link- 6)	<ul style="list-style-type: none"> • Where contactors are required to attend site for emergency, cyclical and routine maintenance the School's safe social distancing, hygiene and other associated control measures will be communicated to the visiting contractor, and enforced. • School visitor risk assessment in place. • Covid-19 measures outlined to visitors at reception 		Site manager.	Ongoing	
Additional Measures: Use of 'fogging equipment' (SOC link- 5)	<ul style="list-style-type: none"> • When required, fogging machine to be used in areas which has been used by an infected case. • This will only be used by the Trust premises team 	<ul style="list-style-type: none"> • School will operate the fogging machine in line with the operational instructions. • Additional risk assessment in place for the sue of the fogging machine 	Premises staff		
Prevention Personal Protective Equipment (PPE) (SOC link- 8)	Face coverings are not classified PPE Most staff in schools will not require PPE beyond what they would normally need for their work. If a pupil already has routine intimate care needs that involve the use of PPE, the same PPE should		All DHT to provide as and when necessary	Ongoing	March 2020 PPE equipment in school and placed in "Covid

Activity to Manage	Current Control Measures	Additional Control Measures	Action by who?	Action by when?	Done
	<p>continue to be used.</p> <p>PPE is only required in a limited number of scenarios</p> <ul style="list-style-type: none"> - PPE should be used in circumstances of Pupils receiving intimate personal care that already involves PPE, - A student becomes unwell / symptomatic and needs direct personal care until they can return home. <p>The supervising adult of the pupil requiring care, if a distance of 2 metres cannot be maintained should wear a fluid resistant surgical mask. If contact with the student is necessary, then disposable gloves, disposable apron and fluid resistant surgical face mask should be worn by the supervising adult.</p> <ul style="list-style-type: none"> - When performing an aerosol generated procedure HERE (this procedure is not used in Whinstone) 	<p>In response to the new variant/strain of Coronavirus (Jan 21)</p> <p>Staff not to engage in conversation with parents/carers at the start / end of the day – but to request they are contacted via the school office.</p> <p>Appropriate PPE in line with government guidelines will provided by the school where and worn by staff when supervising a pupil displaying symptoms and cannot maintain a distance of 2m.</p>			<p>room” and locked stored cupboard PPE provided to EY staff 21.07.20</p>
<p><u>Prevention – keeping occupied spaces well ventilated (SOC link- 7)</u></p>	<p>In response to the new variant/strain of Coronavirus (Jan 21)</p>	<p>All occupied rooms within the school to ensure a flow of ventilation (in cooler weather the windows should be open just enough to provide constant background ventilation and opened more fully during break times to purge the air)</p> <p>Internal doors should remain open (as long as they</p>			

Activity to Manage	Current Control Measures	Additional Control Measures	Action by who?	Action by when?	Done
		<p>are not fire doors and it is safe to do so) Windows open Mechanical ventilation operating if this is available</p>			
<p>Prevention Testing for school staff (SOC link – 9)</p>	<p>Staff to be strongly encouraged to participate in rapid asymptomatic testing</p>	<p>All staff to be encouraged to participate in the testing programme and report results twice weekly</p>	<p>All staff</p>	<p>January 21 / ongoing</p>	<p>January 21</p>
<p>Response to suspected infection (SOC link – 10)</p>	<p>School will work alongside professionals in the Local Authority</p>	<p>If a pupil or member of staff is sent home due to suspected Covid 19 the Local Authority Health Protection Team will be informed 01642 528474 covidoutbreak@stockton.gov.uk</p> <p>The pupil's parents or member of staff will be instructed to book a Covid 19 test and inform school immediately once the outcome is known</p>			
<p>Response to any infection Managing cases of confirmed coronavirus Promote and engage with NHS track and trace (SOC links – 10-12)</p>	<p>School will work alongside professionals in the track and trace process.</p> <p>Ensure all staff and parents/carers know that they should be ready and willing to work within the track and trace process, including</p> <ul style="list-style-type: none"> • Booking a test • Providing details of those they have been in close contact with • Self isolate 	<p>If a pupil or member of staff tests positive for Covid 19 the school will contact the Local Authority Health Protection Team 01642 528474 covidoutbreak@stockton.gov.uk</p> <ul style="list-style-type: none"> • book a test (or calling NHS 119 if they are without internet access) if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit • provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace • self-isolate if they have been in close contact with someone who develops coronavirus 	<p>HT to inform parents through “return to school letter”</p> <p>Parents/staff</p>	<p>Before the end of the summer term</p> <p>Ongoing</p>	<p>Letter to parents 10.07.20</p>

Activity to Manage	Current Control Measures	Additional Control Measures	Action by who?	Action by when?	Done
	<p>Parents / staff should inform the Headteacher immediately if they have tested positive</p>	<p>(COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19) Anyone in their household or childcare bubble develops symptoms If they have travelled from recently travelled from certain other countries HERE They have been advised to self isolate by track and trace Staff can engage with the NHS COVID 19 app if they choose If the test is negative, and the person feels well they can return to school If the test is positive follow the “stay at home guidance” and isolate for 10 days from the onset of the symptoms here</p>			
<p><u>Response to any infection</u> Managing a confirmed case of coronavirus in the school community (SOC links 10-12)</p>	<p>If any person who has attended school tests positive for coronavirus the HT or DHT will contact the local health protection team 0300 303 8596</p>	<p>A rapid risk assessment will be undertaken by the Local Authority Health Protection Team – school will work alongside health professionals to manage the response and share this with the school community The risk assessment will be based on “close contact” anyone who lives in the same household as someone with coronavirus (COVID-19) symptoms or who has tested positive for coronavirus (COVID-19) anyone who has had any of the following types of contact with someone who has tested positive for coronavirus (COVID-19) with a PCR or LFD test:</p> <ul style="list-style-type: none"> - face-to-face contact including being coughed on or having a face-to face conversation within 1 metre - been within 1 metre for 1 minute or longer without face-to-face contact - sexual contacts - been within 2 metres of someone for more than 15 minutes (either as a 	<p>HT to inform LHPT</p>	<p>Ongoing</p>	

Activity to Manage	Current Control Measures	Additional Control Measures	Action by who?	Action by when?	Done
		<ul style="list-style-type: none"> - one-off contact, or added up together over one day) - travelled in the same vehicle or a plane 			
Response to any infection Contain any outbreak by following local health team advice (SOC links 10-12)	School will contact the local health protection team and advise of any positive cases	School will work alongside Local Authority Health Protection Team to help contain any outbreak whilst maintaining clear and precise communication with the school community	All staff led by HT	Ongoing	
Contain any outbreak by following PHE local protection team advice (SOC link 12)	School will contact the local health protection team and advise of any positive cases	School will work alongside Local Authority Health Protection Team to help contain any outbreak whilst maintaining clear and precise communication with the school community	All staff led by HT	Ongoing	

	Name	Date	Comments
1 st review	R Craig	15.06.20	
2 nd review	R Craig	10.07.20	
3 rd review	R Craig	13.07.20	
4 th Review	R Craig	10.09.20	
5 th review	R Craig	25.09.20	
6 th review	R Craig	22.10.20	
7 th review	R Craig	04.12.20	

8 th review	R Craig	04.01.21	
9 th review	R Craig	23.02.21	
Quality assurance check by manager / line manager	P Bridge and M Poppitt	14.07.20	

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: _____ Your Health and Safety Representative
(or the Health and Safety Executive at www.hse.gov.uk or 0300 003 1647)

Links to current guidance.

[Talking with your workers about preventing coronavirus HSE.](#)

[Working Safely during the coronavirus outbreak – a short guide HSE.](#)

[Coronavirus \(COVID-19\): Guidance for Schools and other educational settings](#)

[Coronavirus \(COVID-19\): Implementing protective measures in education and childcare settings](#)

[Stay at home: guidance for households with possible Coronavirus \(COVID-19\) infection](#)

[Planning for the wider opening of primary schools in June](#)

[Guidance for the full opening of schools July 20](#)

[NHS book a test](#)

Risk Assessment template prepared by:

Stockton on Tees Borough Council's
Health and Safety Unit,
Finance Business Services,
1st Floor, Municipal Buildings,
Church Road,
Stockton on Tees,
TS18 1LD

Tel:- 01642 528197
18.5.20