



Risk Assessment

Activity: School to extend opening to year groups following Government instruction during Covid-19 pandemic

Location: All areas

Assessment conducted by: Senior Leadership Team

Date Completed: 2nd June 2020 V1

Supporting documentation:

Revised first aid procedures
Revised evacuation procedure
Revised SEND annex
Proposed timetable

Consideration should be given to Public Health England and LA guidance regarding local transmission rates (R) rather than the national, in addition to the number of new cases in the local area.

Although measures to reduce risk can be implemented it is difficult to calculate actual levels of risk using the current transmission data.

Hazard	Who is at risk	Risk Level	Preventative and protective measures to reduce risk to an acceptable level	Final Risk Level
<p>Traveling to and from school. Possible risk of infection from</p> <ul style="list-style-type: none"> • Use of public transport • Walking with friends 	Children	Medium	<p>This is largely out of the control of staff. Staff can:</p> <ol style="list-style-type: none"> 1.1 Advise/remind children about social distancing and the importance of hygiene. 1.2 Advise guardians of good practice via web page and letters home 1.3 Encourage children to walk rather than use public transport on shorter journeys as a health choice. 1.4 Advise parents about current guidance regarding mask use on public transport so that an informed decision can be made by parents/carers 1.5 Only one adult to bring children to school and follow the drop off and one way system. 	Medium
Infection being brought on site by persons entering the building	All building users	High	<ol style="list-style-type: none"> 2.1 All persons are to wash hands for a minimum of 20 seconds using soap and water. This should be done as soon as possible after entering the building. 2.2 Sanitisation stations with appropriate signage set up at all entrances. 2.3 No visitors to be admitted beyond the Office area without the prior authorisation of the Head teacher or his representative. 2.4 Repairs/Maintenance are to be conducted outside of pupil hours wherever possible. 2.5 Contractors should be on site through prior arrangement with Robertson's and have Risk Assessed their activities in relation to the Covid - 19 virus 2.6 Deliveries are to be left in the Office area by delivery drivers. Delivery drivers should not enter the building beyond Deliveries are not to be signed for. 2.7 Kitchen deliveries to be delivered directly to the Kitchen entrance 2.8 Gloves should be employed when handling deliveries, 	Medium

			<p>packaging disposed of and hands washed immediately after the activity.</p> <p>2.9 Children are to use equipment provided by school rather than bringing personal equipment on site.</p>	Medium
<p>General: Risk of viral cross contamination.</p> <p>(Spread of virus due to airborne partials and residues of bodily fluids on surfaces).</p>	All building users		<p>3.1 All building users are to wash hands once in the building, frequently throughout the day, especially before eating, and again before leaving the building. Appropriate signage to be visible in wash and key areas. Taps which do not turn off automatically should be turned off using a tissue or paper towel.</p> <p>3.2 Use of 'Inventory' signing in system to be suspended. Paper registers to be taken by the Office team on behalf of building users.</p> <p>3.3 Staff and support services to be signed in and out of the building. Signing in sheet to be completed by Office Staff rather than the individual so as to avoid pen sharing.</p> <p>3.4 All approaches to external entrances to be marked so as to facilitate social distancing. All entrances should have a staff presence during children entering</p> <p>3.5 On entering the building children should go directly to the teaching area, after washing their hands, rather than congregating in collection /meeting areas.</p> <p>3.6 Bikes and scooters brought into school will be stored on the top yard two metres apart.</p> <p>3.7 Children will be dismissed in a staggered time slots, parents will remain behind a tape line whilst waiting to collect their children</p> <p>3.8 Children to be briefed daily about social distancing and the importance of hand washing.</p> <p>3.9 Soap and paper towels to be available next to all sinks. Alcohol hand sanitizers to be made available in all teaching areas where washing facilities are not available.</p> <p>3.10 Sanitisation stations to be set up, with appropriate signage at entry points to the building, dining areas and other</p>	

			recreation area	
			<p>3.11 Signage to be displayed around the building advising of hand cleaning procedures and correct hand washing techniques. Signage to be updated and rotated frequently so as to avoid complacency.</p> <p>3.12 The school is to be operated with minimal staff, depending on student numbers. Staff rota to be prepared and distributed by SLT. Representatives from SLT, DSLs, First Aid Team and Fire Marshals must be included on the rota. Staff not on rota are to work from home. Children with specific needs may require assistance from designated staff.</p> <p>3.13 Staff rota to take into account:</p> <ul style="list-style-type: none"> o Staff personal circumstances o Number of children on site o Specific needs and special considerations of children on site o Age of children <p>3.14 Internal doors should remain open wherever possible so as to avoid the use of push plates and door handles.</p> <ul style="list-style-type: none"> o Corridor fire breaks to be held open using electronic Closers o Classroom doors to remain open, this will also assist with ventilation. The proposed classrooms for use are not fitted with door closure units, therefore fire safety should not be compromised. o <p>3.15 Frequently touched surfaces to be sanitised periodically with a suitable cleaner (Computer keyboards, remote controls photocopiers etc.)</p> <p>3.16 Where computer headphones are to be used, the set should be specific to the user and not shared. A users equipment should be labeled for easy identification</p>	

			<p>3.17 Multiple boxes of tissues to be made available in all areas to limit potential student movement.</p> <p>3.18 Additional waste bins to be made available in teaching areas so as to reduce the necessity of children to move around the teaching area. Pedal bins with lids to be within all classrooms.</p> <p>3.19 Staff to advise Office team when additional tissues/sanitising products are required via Reception,</p> <p>3.20 Depending on building occupancy, sections of the building will be closed off. Areas not in use will be locked (or partitioned where this is not possible) and powered down.</p> <p>3.21 Drinks fountain to be suspended.</p> <p>3.22 Taps to be sanitised frequently through the course of the day.</p> <p>3.23 Hand dryers to be turned off. Paper towels and bins to be provided as an alternative.</p> <p>3.24 Children are to wash hands/sanitise when entering the building, entering the classroom, before break, after break and before lunch.</p> <p>3.25 When in the classroom, all children are to have a dedicated workstation and their own equipment. (Pens, pencils etc.). If using school equipment, this should be retained by the student and not put back into the general stock. Equipment to be labelled to identify student packs.</p> <p>3.26 Sanitisation wipes to be available for student /staff keyboard cleaning. Wipes should be safe to use on hands.</p> <p>3.27 Classroom windows to be partially open to allow natural ventilation. Ventilation systems which recirculate internal air are to be turned off.</p> <p>3.28 Social distancing to be adhered to by children and staff</p> <p>3.29 Staggered lunch time and breaks to maintain social distancing.</p> <p>3.30 All physical activities to be non-contact. Activities involving the shared use of equipment to be avoided.</p> <p>3.31 Children displaying symptoms to be held in the Inclusion Room area whilst arrangements for collection are being made with the Parent/Carer. Isolation areas should have minimal furnishings and natural ventilation. Soft furnishings</p>	
--	--	--	---	--

			<p>should not be employed in these areas.</p> <p>3.32 Staff/children showing signs of infection should self-isolate for seven days and it is recommended that a Covid-19 test is taken.</p> <p>3.33 Any waste generated in an 'isolation area' from children with flu-like symptoms to be double bagged, labeled with the children name and stored, in accordance with guidelines for fourteen days.</p> <p>3.34 No visitors allowed into the building unless their presence is essential to the operation of the site or they have been approved by the Head teacher.</p> <p>3.35 Additional cleaning of door handles and touch points to be conducted by caretaker if Cleaning Operative numbers become greatly diminished.</p> <p>3.36 Stocks of essential items to be monitored by caretaker (Toilet rolls, soap, sanitisers etc.). Concerns to be discussed with the Head Teacher.</p> <p>3.37 Annex of the Evacuation procedures has been created to account for reduced student/staff numbers, social distancing and changes in building usage. SLT to advise staff. Drills involving the use of alarms should be avoided.</p> <p>3.38 Staff and children to change and wash clothes on their return home.</p> <p>3.39 PPE to be made available for staff if requested.</p>	
--	--	--	--	--

Dining Hall: Risk of viral cross contamination	All building users		<p>4.1 Sanitisation stations to be set up for lunch period with appropriate signage. Hygiene to be encouraged by duty staff</p> <p>4.2 No cutlery or crockery to be used as packed lunch as being served.</p> <p>4.3 Floor to be marked with appropriate tape to highlight standing positions for queuing children.</p> <p>4.4 Tables to be positioned so as to provide a large central aisle. This will allow children to access the seating area without disturbing children already seated.</p> <p>4.5 Children to be directed by lunch staff to their seating area.</p> <p>4.6 Maximum occupancy of dining hall to be assessed.</p> <p>4.7 Lunches to be staggered so as to avoid student numbers exceeding maximum occupancy. Seating should be cleaned at the end of each sitting</p> <p>4.8 Dismissal from the dining hall should be staggered so as to avoid congestion in corridors.</p>	Medium
Physical activities: Risk of viral cross contamination	Children		5.1 All lessons involving physical activities and the use of shared equipment to be suspended.	Medium
Toilets: Risk of viral cross contamination.	Children		<p>6.1 Periodic cleaning of toilets and associated sinks/taps to take place throughout the course of the day.</p> <p>6.2 Only one child in the toilet area at a time.</p> <p>6.3 Designated toilets allocated bubbles.</p>	

Classroom: Risk of viral cross contamination	Staff and children		<p>7.1 Classroom organization to allow maximum social distancing, this to include staff members.</p> <p>7.2 Sanitisation facilities and tissues are to be available in all areas.</p> <p>7.3 Children should remain in the same room and at the same desk for all lessons.</p> <p>7.4 Children are to have their designated seat for all lessons.</p> <p>7.5 Seating arrangements will take into account social distancing guidelines. Desks will be positioned prior to children entering and in a manner which faces all children forward.</p> <p>7.6 Unused seats to be removed from the teaching area to allow more effective cleaning and so as to avoid any possible confusion as to where to sit.</p>	Medium
			<p>7.7 Soft furnishings such as cloth chairs and bean bags to be removed.</p> <p>7.8 Where rooms have desks designed to sit two children, so as to maintain social distancing, the side of the desk not to be used should be identified with a suitable signage</p> <p>7.9 Children are to remain seated and to be discouraged from 'wandering' in the classroom.</p> <p>7.10 Additional classroom bins to be provided. (Pedal bins with lids to be considered)</p> <p>7.11 A 'clear desk policy' should be adopted for staff desks</p> <p>7.12 Staff to have their own pencil case with labelled equipment.</p> <p>7.13 Staff PPE to be available</p>	
Educational visits	Staff and children	High	8.1 Educational visits to be suspended until further notice.	Low
Children being dismissed			<p>9.1 Dismissal should be staggered so as to avoid congestion in corridors and groups forming off site.</p> <p>9.2 Parent/carers collecting who are collecting children should be deterred from congregating on yard area.</p>	Low

Building contamination following student occupancy: Preparing for the following day	All building users		<p>9.3 Provision of tissue and sanitisation supplies to be checked and restocked as required.</p> <p>9.4 Bins to be emptied</p> <p>9.5 Cleaning to give special consideration to hard surfaces such as table tops, push plates, door handles, light switches and banisters etc</p>	
The use of small rooms and confined spaces	All building users	High	<p>10.1 Lift to be taken out of use. To facilitate this, building users with restricted mobility should be allocated downstairs rooms</p> <p>10.2 The use of smaller rooms such as interview rooms, practice rooms and those with inadequate ventilation should be avoided.</p> <p>10.3 Office spaces should not have desks positioned so that users face each other. Where this is unavoidable screening should be put in place.</p>	
Administration of first aid	<p>First aid staff</p> <p>Injured/ill parties</p>	Medium	<p>11.1 Only qualified staff are to administer first aid</p> <p>11.2 First aid staff should wash hands prior to and after administering first aid.</p> <p>11.3 Where social distancing cannot be maintained the use of PPE should be employed. Available PPE:</p> <ul style="list-style-type: none"> • Disposable gloves • Aprons • Goggles • Face shields <p>11.4 Any waste generated, including disposable PPE, whilst administering first aid should be double bagged and binned.</p> <p>11.5 Non-disposable PPE should be specific to the user. Equipment will be identified with the person's name using a permanent marker.</p> <p>11.6 First aid box stocks to be maintained by SLT</p> <p>11.7 If a child has any medical/dental appointments during the school day they cannot attend school for that day</p>	Low

Administration of medication	SENDCo Individual children	Medium	12.1 Children returning to school will have been asked to provide up-to-date medical information 12.2 Regular medication will be administered in a designated location with minimal contact 12.3 See supplementary document for revised first aid procedures	Low
Cross contamination of student teaching groups.	All building users	Medium	13.1 Groups to be taught in 'bubbles'. Designated areas and staff to be located to each bubble so as to lower the risk of possible cross infection. Staff and children from different 'bubbles' should not interact with each other whether possible. 13.2 The use of whole staff communal staff areas should be avoided 13.3 with staff provision being met within their respective group	Low
Confirmed case of Covid-19 on site	All building users	High	14.1 All persons within the individual's 'bubble' (children and staff) are to self-isolate for fourteen days. 14.2 Deep clean of all areas used by the individual to be arranged with NCC. Areas should be locked and taken out of use until this is completed.	Low
High levels of student anxiety	Children Parent Carers	Medium	15.1 Children to be made aware in advance that school will not be operating under its normal format. 15.2 Staff should be mindful when using PPE that their appearance may make children feel uneasy. 15.3 Bereavement counselling to be provided on a bespoke basis.	Medium
High levels of staff anxiety	Staff	Medium	16.1 Staff have been and will continue to be given opportunities to share anxieties or concerns. All concerns will be dealt with on a confidential basis 16.2 Staff will be consulted on the risk assessment 16.3 Vulnerable staff, including BAME staff, who are at a higher risk to be identified and given special consideration 16.4 Staff to be made aware of support networks available to them by the SLT, eg Public Health England and bereavement counselling	Medium
Risks to NCC staff	Staff	Medium	17.1 Risk assessments to be conducted by Newcastle City Council	Low

Fire hazard resulting from ethanol based hand sanitiser on site.	All building users	Low	<p>17.2 Stock to be stored in a metal locker in an area with restricted access. The locker should be labeled to advise of potential fire risk.</p> <p>17.3 Area should be kept cool and ventilated.</p> <p>17.4 Dispensers in classrooms to be stored away from heat sources, sources of ignition and out of direct sunlight.</p> <p>17.5 All staff to be advised of potential fire risk and precautionary measures.</p> <p>17.6 Classroom dispensers to be managed by the teacher in charge.</p>	Low
--	--------------------	-----	---	-----

Review date:	Reviewed by:
--------------	--------------