

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, as well as during each review of the content.

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.

Risk Assessment	School's Risk Management of COVID-19 Restricted attendance during the national lockdown – January 2021.	
	This document is current at the date published and should be completed in conjunction with reference to the latest version of Stockton Borough Council's Human Resources and Public Health COVID-19 guidance for schools.	
School	Name of establishment	

Task/Activity:	Implementing Protective Measures to Mitigate against Covid-19 Infection
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Author:	Mrs V Railton	Date:	21 st January 2021
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Quality Assurance Check by Manager / Line Manager	Mr S Williams	Date:	21 st January 2021
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Activity to Manage	Current Control Measures	Additional Control Measures	Action by who?	Action by when?	Done																																																								
<p>Arriving at and leaving school</p>	<p>Schools are to have staggered / adjusted start and finish times to keep groups apart as they arrive and leave school.</p> <p>Primary Schools are to have a process for the removal of pupil face coverings when they arrive at school and are to communicate this clearly with pupils and parents/guardians.</p> <p>Secondary Schools have the discretion to decide, on the balance of risk, whether to advise students to wear face coverings in communal areas, as they advise staff in communal areas. More guidance on this can be found here.</p> <p>Pupils must be instructed not to touch the front of their face covering during use or when removing it.</p> <p>They must wash their hands immediately on arrival (as is the case for all pupils), dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag</p>	<p>Staggered start and finish times in place</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">Entrance/Exit to school <i>Drop off windows 08:45-08:50</i></td> <td style="width: 10%;">Nursery path and gate</td> <td style="width: 10%;">Lower Infant via infant yard</td> <td style="width: 10%;">Lower Infant via infant yard</td> <td style="width: 10%;">Y1 Infant gate via hall door</td> <td style="width: 10%;">Y2 Infant Gate via hall door</td> <td style="width: 10%;">Lingfield Road</td> <td style="width: 10%;">Lingfield Road</td> <td style="width: 10%;">Lingfield Road</td> <td style="width: 10%;">Lingfield Road</td> </tr> <tr> <td><i>Rec: 08:55</i></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td><i>Nursery 08:30am 12:20pm cohorts</i></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td><i>All people go straight to class.</i></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <tr> <td style="width: 15%;">Pick up protocol</td> <td style="width: 10%;">Nursery path and gate</td> <td style="width: 10%;">Infant yard</td> <td style="width: 10%;">Infant yard</td> <td style="width: 10%;">Exit via Hall door</td> <td style="width: 10%;">Exit via Hall door</td> <td colspan="4" rowspan="2" style="width: 40%;">Older children to exit via hall door to meet younger siblings 3.05, 3.10 p.m.</td> </tr> <tr> <td>Children go home with youngest sibling in school.</td> <td>11:30am 15:20pm</td> <td>15:05 single gate</td> <td>15:05 Double gate</td> <td>Single gate</td> <td>double gate</td> </tr> </table>	Entrance/Exit to school <i>Drop off windows 08:45-08:50</i>	Nursery path and gate	Lower Infant via infant yard	Lower Infant via infant yard	Y1 Infant gate via hall door	Y2 Infant Gate via hall door	Lingfield Road	Lingfield Road	Lingfield Road	Lingfield Road	<i>Rec: 08:55</i>										<i>Nursery 08:30am 12:20pm cohorts</i>										<i>All people go straight to class.</i>										Pick up protocol	Nursery path and gate	Infant yard	Infant yard	Exit via Hall door	Exit via Hall door	Older children to exit via hall door to meet younger siblings 3.05, 3.10 p.m.				Children go home with youngest sibling in school.	11:30am 15:20pm	15:05 single gate	15:05 Double gate	Single gate	double gate	<p>Face coverings removed before entering school gate and given to parent/carer.</p> <p>The requirement of pupils to wear face masks in school is under review. Pupils will be informed of the</p>		
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	<p>they can take home with them, and then wash their hands again before heading to their classroom. Advice on the safe removal of face coverings can be found here.</p>	<p>required protocol, should they need to be worn in school</p> <p>Advice for the safe removal of face masks to be shared with all staff. Staff meeting 19.1.21</p>			
<p>Layout of the premises</p>	<p>School entrances are to be manned by staff to monitor observance of safe social distancing (<i>2m apart, or 1m with risk mitigation where 2m is not viable</i>) and to remind of good hand and respiratory hygiene.</p> <p>One-way systems are to be introduced where practicable. Social distancing markers, directional signage and posters should be used to illustrate this.</p> <p>A one way system should assist with narrow corridors and high traffic areas within School. This includes staircases and the use of lifts; posters should identify how many people are permitted within the lift at one time.</p> <p>Mobility impaired students may require additional arrangements.</p>	<p>If mixing between bubbles occurs at the School entrance, then this must be fed back by staff to the Head Teacher, and action taken to prevent excessive mixing between groups / bubbles. Reminders are to be issued to parents/carers, when appropriate, to remind them of the drop off / pick up procedures. <i>Parents are regularly reminded of procedures and informed should any changes be made</i></p> <p><i>From 4/1/21 all classes are their own bubble to prevent mixing. Playtimes are staggered and classes are socially distanced when eating lunch in the hall.</i></p> <p><i>One way systems are in place where required and/or pupils entering via their class fire exit to allow for social distancing from other classes.</i></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. Contact Chris Stansmore or tel. 01642 – 524502.</p>	<p>Pick up and drop off procedures shared with parents</p> <p>Pupils informed of requirements for entering and leaving school</p> <p>All gates are monitored by staff when children arrive and leave</p>		<p>✓</p> <p>✓</p> <p>✓</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. Alcohol gel is only recommended in circumstances where hand washing is not immediately practical.</p>	<p>Communicate expectations to staff and parents regarding cleaning and hygiene. Guidance on cleaning non-healthcare premises available here . <i>Staff remind pupils of hygiene expectations daily</i></p>	<p>All staff, pupils and parents informed of requirements for handwashing. Pupils regularly</p>		

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	<p>All persons are to wash their hands on arrival at the building, before eating, after eating, after sneezing or coughing etc. plus after each playtime</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. *Following manufacturer's instructions.</p> <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. Currently no pupils with complex needs are attending school. This will be reviewed, as required.</p>	<p>Frequent hand washing and drying – see guidance on hand cleaning.</p> <p>Supplies of soap, sanitizer, paper towels and tissues checked daily.</p> <p>Catch it, bin it, kill it posters. Displayed in classrooms and corridors Additional tissues and bins provided.</p> <p>Resources available to support effective messaging available from the eBug coronavirus website. Information shared with staff</p> <p>Further guidance on cleaning approaches available from Implementing Protective Measures in Education and Childcare Settings, available here.</p> <p>Procedures in place to clean regularly touched surfaces at break times and lunch times in all areas of the school</p> <p>Windows are opened before school starts and where possible internal doors too to help with air flow.</p> <p>Advice on Air conditioning and ventilation during the coronavirus outbreak is available from the Health and Safety Executive.</p>	<p>reminded of expectations</p> <p>Guidance shared with staff and updated regularly</p> <p>Catch it, bin it, posters displayed</p> <p>Bins in place Tissue supply checked weekly</p> <p>Staff reminded about cleansing guidance</p> <p>Ventilation advice to be shared with staff at staff meeting 19/1/21</p>		<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>
<p>Clinically Extremely Vulnerable / Clinically Vulnerable / Mental Health Awareness</p>	<p>During this period, from 5th January onwards (until review at a later date) we are advising the clinically extremely vulnerable to shield and work from home. See Appendix 1.</p> <p>If you cannot work from home, you are advised not to go to work.</p>	<p>Clinically vulnerable individual risk assessments should be reviewed to ensure they remain suitable and sufficient in the light of any changed circumstances.</p> <p>If you require a copy of an individual person's risk assessment template, please contact your</p>	<p>Risk assessments reviewed 20/1/21</p>		<p>✓</p>

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	<p>Clinically extremely vulnerable pupils are advised not to attend School, where possible, and to complete technology-based lessons from home.</p> <p>Staff living with someone who is clinically extremely vulnerable can still attend work where homeworking is not possible.</p> <p>See the guidance on shielding and protecting people defined on medical grounds as extremely vulnerable for the current advice.</p> <p>Ongoing mental health support and guidance is available as part of the Department for Education releases, both for staff and pupils.</p> <p>During the current period, a number of children will be accessing lessons from home using technology whilst critical worker's children may be accessing education from the School premises. All pupils and staff must be supported during this difficult time, with mental health support and guidance being offered regularly.</p>	<p>Human Resources provider.</p> <p>Maintained schools should contact: Human Resources at SMHR@stockton.gov.uk</p> <p>Clinically extremely vulnerable children not in school. Appropriate learning is provided by class teacher/teaching assistant.</p> <p>Regular contact made with pupils</p> <p>Information about the extra mental health support for pupils and teachers</p> <p>The Education Support Partnership provides a free helpline for school staff and targeted support for mental health and wellbeing.</p> <p>Staff wellbeing monitored by Assistant Headteacher/Deputy Headteacher</p> <p>Staff monitor well-being of all pupils in school and home learning and will contact any pupils not accessing teaching/learning.</p> <p>Code of conduct for pupils learning from home issued</p>			<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>
<p>BAME backgrounds</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>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> <p>The Public health England guidance,</p>			

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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>There is clear evidence that COVID-19 does not affect all population groups equally.</p> <p>The PHE review of disparities in the risk and outcomes of COVID-19 shows that there is an association between belonging to some ethnic groups and the likelihood of testing positive and dying with COVID-19.</p>	<p>Beyond the data: Understanding the impact of COVID-19 on BAME groups, is available here.</p>	<p>Share information with staff</p>	<p>25/1/21</p>	
<p>Pregnant Staff</p>	<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). This should be regularly reviewed throughout and after the pregnancy.</p> <p><28 weeks pregnant: If the risk assessment identifies it is safe to do so, the pregnant staff member can continue their work providing suitable control measures are in place. If the risks cannot be reduced to a safe level, then alternative working arrangements should be sought, or working from home.</p> <p>>28 weeks pregnant/ pregnant staff with underlying health conditions at any stage of gestation: A risk assessment should still identify control measures to reduce the risk, however</p>	<p>The Royal College of Obstetrics and Gynaecology (RCOG) has published occupational health advice for employers and pregnant women. This document includes advice for women from 28 weeks gestation or with underlying health conditions who may be at greater risk.</p> <p>Members of staff that become pregnant or suspect they may be pregnant, should inform Mrs M Wilson or Mrs V Railton immediately so that a risk assessment can be carried out.</p>	<p>Information shared with staff</p>	<p>19/1/21</p>	<p>✓</p>

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	staff should be supported to work flexibly from home. More advice can be found here .				
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 aiders can be found here.</p> <p>Guidance for first responders can be found here</p> <p>Advice from the St John Ambulance is 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>At least one paediatric First Aider available at all times, plus other staff trained in first aid.</p> <p>First Aid boxes checked, additional first aid supplies available in school. Check Weekly</p> <p>First Aid supplies to be provided for each classroom. Check Daily</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 for dealing with symptomatic people School here Guidance Updated 11.1.21</p>	Remind staff	<p>On going</p> <p>On going</p> <p>19/1/21</p>	<p>✓</p> <p>✓</p> <p>✓</p>
Personal Protective Equipment [PPE]	<p>PPE guidance can be found here.</p> <p>Most staff in education, childcare and children's social care settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 meters from others.</p> <p>Face coverings that may be worn in communal areas are not classified as PPE.</p> <p>Increased cleansing and improved hand and respiratory hygiene habits are effective measures</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>Where a child is becomes unwell with symptoms, PPE means:-</p> <ul style="list-style-type: none"> fluid-resistant surgical face masks Type IIR disposable gloves disposable plastic aprons eye protection, a face visor or goggles. 	Check PPE supplies	On going weekly	✓

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	<p>in controlling the spread of the virus in non-clinical settings.</p> <p>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>PPE resources are kept centrally and checked weekly by Mrs Railton. A supply of PPE equipment is available in each isolation pod (as listed above), to use if someone shows symptoms of Covid to avoid the need to cross in to another area of the school.</p>			
Office Areas.	<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>For further advice on working safely in offices, see Working Safely During The Coronavirus Outbreak In Offices and Contact Centres.</p> <p>Screen in place around the Reception desk and in the Assistant Head Teacher's office.</p> <p>Signs in place</p> <p>Cleaning protocols in place for office/reception area.</p> <p>Photocopier use is 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.</p> <p>Sign changed on PPA room door only one person to work and one person at a time to use the photocopier</p>		<p>Ongoing</p> <p>22/1/21</p>	<p>✓</p> <p>✓</p> <p>✓</p>

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	<p>Staff and cleaners are to complete regular contact points and surface cleaning.</p>	<p>Cleaning protocols in place for office/reception area Door handles and desks cleaned regularly throughout the day in addition to cleaning by the cleaning team.</p> <p>Photocopier- Staff to sanitise hands before and after using the photocopier. They must also wipe down all surfaces they have touched on the photocopier after use. Signs in place</p>		<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	<p>✓</p> <p>✓</p> <p>✓</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). The Local Authority Public Health Team should be informed via: www.digital.stockton.gov.uk/covid19-contactus or 01642 528474.</p> <p>If anyone becomes unwell with the COVID-19 symptoms in an education or childcare setting, they must be sent home and advised to follow the stay at home guidance and get a test. Their fellow household members should self-isolate for 10 days.</p> <p>Schools must keep in contact with the local COVID outbreak team should cases develop / more persons become symptomatic. The team will support and advise accordingly.</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</p>	<p>The COVID Outbreak 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, they must take a test as soon as possible. People getting a test because they have symptoms and anyone living with them must stay at home until they get their results.</p> <p>On returning to work, staff will be invited to take a lateral flow test to provide confidence for colleagues</p> <p>If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age and needs of the child, with appropriate adult supervision if required. Ideally, a window should be slightly opened for ventilation. Staff assisting this pupil should be wearing the same standard of</p>	<p>MW/SW</p>	<p>Ongoing</p> <p>Ongoing</p>	<p>✓</p> <p>✓</p>

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<p>Minimise contact between groups and individuals (bubbles)</p>	<p>Minimising contacts and mixing between people reduces transmission of coronavirus (COVID-19).</p> <p>This is important in all contexts and schools must consider how to implement this. Schools must do everything possible to minimise contacts and mixing while delivering a broad and balanced curriculum.</p> <p>The overarching principle to apply is reducing the number of contacts between children and staff.</p> <p>This can be achieved through keeping groups separate in 'bubbles' and through maintaining the distance between individuals.</p> <p>Whilst schools are attended by vulnerable children and the children of critical workers only, where possible schools should keep group sizes small.</p> <p>For children old enough, they should also be supported to maintain distance and not touch staff where possible.</p> <p>Any additional space available where there are lower numbers of pupils attending, should be used wherever possible to maximise the distance between pupils and between staff and other people.</p>	<p>Consistent groups reduce the risk of transmission by limiting the number of pupils and staff in contact with each other to only those within the group.</p> <p>Further measures within the classroom available and elsewhere available here on page 16.</p> <p>Each class is now a bubble to reduce contacts.</p> <p>Playtimes staggered with each class having its own time.</p> <p>Lunch times staggered. Children eat lunch in their own class bubble and with social distancing between classes.</p> <p>Staff to remain in their own areas for break time and lunchtime and only briefly visit the staff room to use microwave/kettle.</p> <p>Meetings outside of class bubbles should take place via Teams</p>		<p>4/1/21</p> <p>4/1/21</p>	<p>✓</p> <p>✓</p>
<p>Contingency Plans for outbreaks</p>	<p>For the pupils who will be completing remote learning, 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>The DfE Get Help With Remote Education page provides a one-stop-shop for teachers and leaders, signposting the support package available</p> <p>Home learning protocol share with pupils and</p>		<p>6/1/21</p>	

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	In the event of a local outbreak, the local COVID outbreak team may advise the School to close temporarily to help control transmission. Schools will also need a contingency plan for this eventuality.	<p>parents via e-mail.</p> <p>Live lessons via Teams</p>			✓
Transport	<p>For dedicated School transport, 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. 	<p>The Transport to school and other places of education: 2020 to 2021 academic year guidance remains in place.</p> <p>Where children, young people and staff need to use public transport, they should follow the safer travel guidance.</p> <p>Not applicable</p>			
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 .		Inform premises manager of guidance	21/1/21	✓

Activity to Manage	Current Control Measures	Additional Control Measures	Action by who?	Action by when?	Done
<p>Control of Contractors arrangements</p>	<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.</p> <p>This will require close co-operation between schools and other employers.</p> <p>Schools should have discussions with key contractors about the school's control measures to ensure contractors work with these control measures.</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> <p>Visitor risk assessment in place. Hygiene expectations explained on arrival</p>		<p>Ongoing</p>	<p>✓</p>
<p>Keep occupied spaces well ventilated</p>	<p>Once the school is in operation, it is important to ensure it is well ventilated and a comfortable teaching environment is maintained.</p> <p>This can be achieved by a variety of measures including:</p> <ul style="list-style-type: none"> • mechanical ventilation systems – these should be adjusted to increase the ventilation rate wherever possible, and checked to confirm that normal operation meets current guidance (if possible, systems should be adjusted to full fresh air or, if not, then systems should be operated as normal as long as they are within a single room and supplemented 	<p>To balance the need for increased ventilation while maintaining a comfortable temperature, the following measures should also be used as appropriate:</p> <ul style="list-style-type: none"> • opening high level windows in preference to low level to reduce draughts • increasing the ventilation while spaces are unoccupied (for examples, between classes, during break and lunch, when a room is unused) • providing flexibility to allow additional, suitable indoor clothing. For more information see School uniform • rearranging furniture where possible to avoid direct drafts . 			

Activity to Manage	Current Control Measures	Additional Control Measures	Action by who?	Action by when?	Done
	<p>by an outdoor air supply)</p> <ul style="list-style-type: none"> natural ventilation – opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space). Opening internal doors can also assist with creating a throughput of air natural ventilation – if necessary external opening doors may also be used. <p>Further advice on this can be found in Health and Safety Executive (HSE) guidance on air conditioning and ventilation during the coronavirus outbreak and CIBSE coronavirus (COVID-19) advice.</p>	<p>Heating should be used as necessary to ensure comfort levels are maintained particularly in occupied spaces</p> <p>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> <p>Windows opened in all classrooms before school starts. Any doors opened for ventilation, are closed at the end of each day.</p>		<p>21/1/21</p> <p>Daily</p>	<p>✓</p> <p>✓</p>
Statutory maintenance.	<p>Facilities Managers should ensure that statutory cyclical maintenance still takes place, for example:</p> <ul style="list-style-type: none"> lifting equipment (people and goods) pressure systems electrical installation condition surveys fire detection, alarm systems and fire extinguishers portable appliance testing gas appliances. 	<p>Records kept and updated for when maintenance is scheduled.</p> <p>Fire alarm check carried out 20//1/21</p>		Ongoing	✓
Safeguarding	<p>Schools should consider revising their child protection policy (led by their Designated Safeguarding Lead) to reflect the return of more pupils.</p> <p>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</p>	<p>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.</p>	Addendum to Child Protection Policy January 2021	12/1/21	✓

Activity to Manage	Current Control Measures	Additional Control Measures	Action by who?	Action by when?	Done
		<p>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.</p> <p>Protocol for lessons issued and online SAFETY LESSONS CARRIED OUT</p>		W/C 18/1/21	✓
Behaviour expectations	<p>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.</p> <p>Further details are available at Behaviour and discipline in schools.</p>	<p>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.</p> <p>Schools will need to work with staff, pupils and parents to ensure that behaviour expectations 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>Addendum to Behaviour Policy in Place Protocols shared</p>			✓
Individual pupil risk assessments	<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. 		Individual risk assessment to be carried out if necessary	If needed	✓
Educational Visits.	<p>The DfE currently advise against educational trips at this present time. See here.</p>	<p>Further information on outdoor learning during the Coronavirus pandemic is available from the Outdoor Education Advisers Panel here.</p> <p>No educational visits planned</p>	Information shared with staff	19/1/21	✓

Activity to Manage	Current Control Measures	Additional Control Measures	Action by who?	Action by when?	Done
<p>Music</p>	<p>Schools have the flexibility to decide how music, dance and drama will be provided to pupils attending school while following the measures in their system of controls.</p> <p>Although singing and playing wind and brass instruments do not currently appear to represent a significantly higher risk than routine speaking and breathing at the same volume, there is now some evidence that additional risk can build from aerosol transmission with volume and with the combined numbers of individuals within a confined space.</p> <p>This is particularly evident for singing and shouting. Therefore, if singing, wind and brass teaching is taking place in an out-of-school setting, appropriate safety mitigation and considerations should be put in place in line with the protective measures outlined in this guidance, and paying strict attention to the working safely in performing arts guidance to mitigate any cumulative risks of aerosol transmission.</p>	<p>When planning music provision for eligible children, out-of-school settings should consider additional specific safety measures</p> <p>Further guidance for providers of music, dance and drama is available here .</p> <p>Schools should not host any performances with an audience.</p> <p>Currently peripatetic music lessons are not taking place in school. Lessons available via Zoom.</p> <p>Staff use Charanga to teach music provided by the Tees Valley Music Service. This has been adapted for use during the current pandemic.</p>	<p>Share guidance with staff</p>	<p>18/1/21</p>	<p>✓</p>
<p>Physical activity in schools</p>	<p>Schools have the flexibility to decide how physical education, sport and physical activity will be provided whilst following the measures in their system of controls.</p> <p>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. Windows within indoor PE areas should</p>	<p>External facilities can also be used in line with government guidance.</p> <p>Schools should refer to the advice from Association for Physical Education and the Youth Sport Trust .</p>	<p>Share advice with staff</p>	<p>18/1/21</p>	<p>✓</p>

Activity to Manage	Current Control Measures	Additional Control Measures	Action by who?	Action by when?	Done
	<p>be open to allow for maximum ventilation.</p> <p>This is particularly important in a sports setting because of the way in which people breathe during exercise.</p> <p>Sports equipment used within a PE lesson must be cleansed between bubbles.</p>	<p>New PE equipment purchased for each bubble to use during lessons, to avoid the need for equipment to be shared</p>			<p>✓</p>
<p>Extra curricular activity, after school clubs.</p>	<p>Schools should continue to offer wraparound provision, such as breakfast and after-school clubs, for those children eligible to attend school (i.e. children of critical workers and vulnerable children and young people). Resuming this provision is important to ensure that parents and carers who are critical workers can continue to work, as well as to provide enriching activities for vulnerable children that improve their wellbeing or support their education</p> <p>Schools can consult the guidance here.</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>	<p>Schools should also work closely with any external wraparound providers which these pupils may use, to ensure as far as possible, children can be kept in a group with other children from the same bubble they are in during the school day.</p> <p>With regular after school childcare providers, children are collected from within the same bubble and transported separately to other bubbles.</p> <p>However, where it is not possible, or it is impractical to group children in the same bubbles as they are in during the school day - for example, if only one or two children are attending wraparound provision from the same school day bubble - schools and external providers may need to group children with others from outside their school day bubble or from a different school, where children from multiple schools are attending provision.</p> <p>No after school activities at the present time.</p>			<p>✓</p>
<p>Catering</p>	<p>During the period of national lockdown, schools should continue to provide meal options for all pupils who are in school. Meals should be available free of charge to all infant pupils and pupils who are eligible for</p>	<p>All meals provided in school must still comply with the school food standards .</p> <p>Hot lunches are being provided as usual. Children's choices have been made in advance.</p>		<p>Ongoing</p>	<p>✓</p>

Activity to Manage	Current Control Measures	Additional Control Measures	Action by who?	Action by when?	Done
	<p>benefits-related free school meals who are in school.</p> <p>Under normal circumstances, schools do not provide free school meals to eligible children who are not in school. But during the national lockdown, we expect schools to continue supporting children eligible for benefits-related free school meals who are at home during term time.</p> <p>We strongly encourage schools to work with their school catering team or food provider to provide food parcels to eligible free school meal pupils who are at home. Where school kitchens are open this should be the approach taken by schools.</p>	<p>Catering staff are informed of any alterations due to illness</p> <p>Drinking water must be provided free of charge at all times to registered pupils on the school premises.</p> <p>Schools should consider the most appropriate way to do this if, for public health reasons, pupils do not have access to water fountains.</p> <p>Schools should take steps to limit the use of single-use plastic water bottles.</p> <p>Food parcels should cater for children who require special diets, for example, allergies.</p> <p>Vouchers provided for children eligible for free school meals. Staff to ensure vouchers are available and to be aware of any changes in circumstances.</p>		Ongoing	✓

	Name	Date	Comments
1 st review by	Val Railton	2st January	Amendments following discussions with SLT
Quality assurance check by manager / line manager.			

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](#).

The Local Authority Public Health Team can be contacted at: www.digital.stockton.gov.uk/covid19-contactus or 01642 528474.
For Human Resources enquiries, contact SMHR@stockton.gov.uk or 01642 528281, or your Trust's HR provider.
For Health and Safety enquiries, contact healthandsafetyunit@stockton.gov.uk or 01642 528197

Risk assessment template prepared by:

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