

### COVID 19 – Beverley School – Outbreak Management Plan

In the case of an outbreak in school the following Risk Assessment will apply for the area of the school impacted or the whole of the school depending on the scale of the outbreak, this will be determined and communicated by SLT.

<b>Names of Assessors:</b>	Pippa Irwin HT Jane May DHT Katy Hall SBM	<b>Date Completed:</b>	<u>03.09.2021</u>
<b>Activity Being Assessed:</b>	COVID 19 risks associated with employees and relevant others accessing and working from school premises during an outbreak of covid 19.		

Risk Matrix Table					
Severity	Likelihood of harm				
	1 – Very Unlikely	2 - Unlikely	3 - Possible	4 – Likely	5 – Very Likely
<b>1 – Extremely Low</b> (Trivial injury)	1	2	3	4	5
<b>2 - Low</b> (Minor injury)	2	4	6	8	10
<b>3- Medium</b> (Lost Time injury)	3	6	9	12	15
<b>4 - High</b> (Specified injury)	4	8	12	16	20
<b>5 - Extremely High</b> (Fatality)	5	10	15	20	25

- Identify significant hazards and who could be harmed (E – Employees, SU – Service Users, VP - Vulnerable Persons, V – Visitors, P - Members of the Public, C – Contractors, ES - Emergency Services)
- Once the significant hazards and existing control measures have been identified, the remaining risks need to be rated.
- The risk matrix table above can be used to calculate the overall risk rating by multiplying the relevant numbers assigned to the likelihood and the severity of each hazard.
- Once the overall risk rating has been calculated for each hazard, the table below will indicate if further action is required to control the risks.
- The action register should be used to document any additional control measures required.
- Once additional control measures have been implemented the risk rating will need to be reassessed and the additional control measures incorporated into the main assessment.

Overall Risk Rating	Action Required
<b>(1- 5) Low Risk</b>	Maintain existing control measures.
<b>(6 - 12) Medium Risk</b>	Review existing control measures and where possible add additional control measures to further reduce the risk.
<b>(15 - 16) High Risk</b>	Consideration given to stopping the activity. Additional control measures are required to reduce risks to acceptable level.
<b>(20 – 25) Extremely High Risk</b>	Stop activity until additional control measures are implemented to reduce risk to an acceptable level.

Ref	Hazard Identification & Associated Risks	Who could be harmed? (E, SU, VP, V, P, C, ES)	Existing Control Measures	Residual Risk Rating		
				Likelihood	Severity	Overall Risk
1.	Risk of exposure to COVID 19 when carrying out activities in School premises including contact with members of the public.	E, VP, C	<p>Staff and management to confirm if symptoms of coronavirus (COVID-19) are recent onset of any of the following:</p> <ul style="list-style-type: none"> <li>- a new continuous cough</li> <li>- a high temperature</li> <li>- a loss of, or change in, your normal sense of taste or smell (anosmia)</li> </ul> <p>Managers to consider the individual vulnerability of staff and relevant others who are at moderate risk and to prioritise staff with the following conditions for individual risk assessments and self-isolation where necessary.</p> <ul style="list-style-type: none"> <li>• Pregnant women</li> <li>• People over the age of 70</li> <li>• People who would normally be advised to have the Flu vaccine</li> <li>• People classed at CEV</li> </ul> <p><b>Note: refer to the most up to date government guidance on pre-existing medical conditions which increase risk and actions to be taken by those previously in receipt of a shielding letter.</b></p> <p>Staff to inform managers of any pre-existing medical conditions above which could increase their risk of exposure.</p> <p>If an individual has been identified as vulnerable this is to be documented within the action register of this risk assessment.</p> <p>Managers to consider the hierarchy of control measures and establish if staff are required to work in an office environment or if alternative work arrangements can be implemented; Agile working</p> <p>Staff to inform managers of any pre-existing medical conditions which could increase their risk of exposure.</p> <p>Managers to consider the risks posed by the activities undertaken and the hierarchy of control measures when making a decision on individuals returning to work:</p>	2	5	10

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			If required a separate individual risk assessment will be carried out by management for all individuals categorised as clinically vulnerable.			
2	Risk of COVID 19 infection or transmission when staff are categorised as clinically vulnerable.	E, VP, C	Staff to inform managers of any pre-existing medical conditions which could increase their risk of exposure.  A separate individual risk assessment must be carried out by management for all individuals categorised as clinically extremely vulnerable.	3	5	15
3	Risk of COVID 19 infection or transmission when staff are categorised clinically extremely vulnerable.	E, VP, C, P, ES	If alternative arrangements cannot be implemented due to the nature of the role, then staff and relevant others must comply with the advice set out below: <ul style="list-style-type: none"> <li>Wash hands frequently using soap and water. Or alcohol gel (&gt;70% proof) if available.</li> <li>Avoid touching eyes nose and mouth.</li> <li>Avoid handshakes</li> <li>Maintain social distancing if possible in line with government guidance</li> <li>Avoid hot-desking if possible (Clean shared area after use)</li> <li>Maintain clear desk policy</li> <li>Clean workstation, desk, keyboard, mouse, phone, with approved cleaning materials prior and after use.</li> <li>Good hygiene practices implemented in communal areas such as kitchens and high touch areas.</li> </ul> Self-isolate if symptoms present and notify your manager ASAP arrange COVID-19 testing ASAP (ref 21).	4	5	20
4.	Risk of exposure to COVID 19 when carrying out	E, VP, C, P, ES	Head teacher will implement arrangements to minimise members of the public accessing buildings where possible. Visitors including parents will be by	2	5	10

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	activities in School premises including contact with members of the public.		<p>appointment. Parents should not enter the building unless invited or by appointment. This includes the reception area.</p> <p>When members of the public have to access buildings, arrangements to be put in place to ensure entry is by appointment only in order to manage social distancing requirements -in line with government guidance</p> <p>Signage to be produced and displayed at entrances informing members of the public rules around COVID 19 arrangements.</p> <p>Staff to refuse entry to members of the public and pupils showing signs (fever or cough) of COVID 19. A pupil who shows symptoms should be with a MOS supporting from outside until they can be collected. PPE is provided, staff supporting a child will put on PPE in the classroom to escort the child to the take a break room. The location of isolation must then be out of use until it is deep cleaned.</p> <p>Staff to avoid cash handling where possible.</p> <p>Members of the public will be asked to wear a mask when in the communal areas of the school but may remove them when they are in a meeting room where social distancing can be maintained, where it is not, masks should be worn for the duration of the meeting.</p> <p>Arrange for relevant office and teaching areas to be cleaned using appropriate disinfectant or chlorine based products (kills 99.9%) as per manufacturer's instructions for cleaning workstations.</p> <p><b>Property Services will provide cleaning / hygiene products for high risk buildings (public interface). If required contact Property Services Help Desk on 01642 727028.</b></p>			
5.	Risk of exposure to COVID 19 when carrying out activities in School premises including	<b>E, VP, C, P, ES</b>	<p>Staff to clean work stations prior to and post use with approved cleaning agents in accordance with manufacturer's instructions, or as detailed below:</p> <ul style="list-style-type: none"> <li>• either a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine or;</li> </ul>	2	5	10

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	contact with members of the public and pupils.		<ul style="list-style-type: none"> <li>a household detergent followed by disinfection (1000 ppm av.cl.) or; or if an alternative disinfectant is used within the organisation, this should be checked and ensure that it is effective against enveloped viruses.</li> <li>Teachers and teaching assistants to log all instances of staff and pupils self-isolating as a result of suspected or confirmed COVID 19 and forward to the <b>(HR central database)</b>.</li> </ul>			
6.	Risk of exposure to COVID 19 when staff or relevant others working in a school building are confirmed cases of COVID 19	E, VP, C, P, ES	<p>Staff and relevant others displaying symptoms do not come into school if they have coronavirus symptoms and ensuring anyone developing those symptoms during the school day is sent home, this is essential action to reduce the risk in school &amp; further drive down the transmission of COVID 19.</p> <p>Need to inform employer and book an immediate test as an essential worker.</p> <p>Arrange for relevant office areas to be cleaned using appropriate disinfectant or chlorine based products (kills 99.9%) as per manufacturer's instructions or as detailed in ref 3:</p> <ul style="list-style-type: none"> <li>- Desk and workstation of confirmed cases (2 metre radius)</li> <li>- Common contact points within building, e.g. Banisters, door handles, window latches, chairs, etc.</li> <li>- Communal areas. E.g. Kitchens, toilets, meeting rooms, etc.</li> </ul> <p>Follow Public Health England (PHE) Guidance on the cleaning of hygiene rooms or toilet areas:  <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></p>	2	5	10
7.	Risk of exposure to COVID 19 when staff or relevant others working in a school building with confirmed cases of COVID 19	E, VP, C, P, ES	<p>Minimum PPE to be worn is:</p> <ul style="list-style-type: none"> <li>- Disposable washing up gloves</li> <li>- Disposable Apron</li> </ul> <p>If area has been heavily contaminated such as with visible body fluids then the following additional PPE can be considered:</p> <ul style="list-style-type: none"> <li>- Disposable surgical mask</li> <li>- Goggles or visor if available – Must be sanitised after use.</li> </ul>	2	5	10

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			<p>Nominated staff to carry out deep clean of potentially contaminated areas within the school and follow risk assessment guidance associated with cleaning materials used.</p> <p>Head teacher or member of SLT to ensure relevant areas are kept clear until areas have been deep cleaned with disinfectant.</p> <p>Workstation / classroom of confirmed case to be deep cleaned.</p> <p>On completion of cleaning tasks remove PPE in this order:</p> <ol style="list-style-type: none"> <li>1. Remove gloves and sanitise hands.</li> <li>2. Remove apron &amp; eye protection and sanitise hands</li> <li>3. Remove mask and sanitise hands</li> </ol> <p>PPE and contaminated materials to be double bagged and tied. This should be stored in the medical room/dated and disposed of after 72 hours.</p> <p>Wash hands using soap and water or alcohol gel (70%)</p> <p>Lifts within the school – are used throughout the day by staff members who must travel separately. However on some occasions students need to be escorted in the lift. The Lift is on the days cleaners rota and staff are provided with hand sanitiser bottles on their lanyard to use on entry and exit of the lift.</p> <p>Children should be grouped into classes of no more than 9 pupils with an appropriate staff ratio.</p>			
8		E, VP, C, P, ES	Nursery Schools and nursery classes in maintained schools caring for children aged three and over	2	5	10

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	Teacher, staff to pupil ratios for COVID-19 under PHE guidance.		<ul style="list-style-type: none"> <li>Head teacher/SLT will monitor the data dashboard from the Local Outbreak Plan on regular basis. Any increase in transmission rate locally will be used by Public health/Local Authority in their decision making process as to whether a local lockdown will be introduced and whether a school will remain open.</li> </ul> <p><b>NOTE: the transmission rate will impact upon the overall risk rating of this assessment and must be reviewed on a regular basis. This risk assessment must be reviewed and additional control measures implemented as required if the transmission rate increases to a level which impacts upon the safety of staff and relevant others</b></p>			
9	Planning and Organisation controls implemented prior to school reopening to prevent possible spread of COVID-19	E, VP, C, P, ES	<p>Head teacher is to organise classrooms and other learning environments such as workshops and science labs for those groups, maintaining space between seats and desks where possible.</p> <p>Head teacher is to refresh the timetable:</p> <p>Admin areas such as the school office may not be used except by admin staff and SLT this must be kept to a minimum. Perspex screens will be placed between office staff workstations where possible. Contact with the admin team should be via the phone or email wherever possible. Staff should avoid visiting the office windows unless absolutely necessary.</p> <p>Remove unnecessary items from classrooms and other learning environments where there is space to store it elsewhere. Classrooms should be 'clutter free'</p>	3	5	15

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			<p>Remove soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts).</p> <p>With more doors open for ventilation – there is a great risk of children going into other rooms when transferring to different areas, staff are aware of this risk and will mitigate where possible – observing social distancing with staff outside of their bubble.</p> <p>Head teacher is to ensure that children and young people are in the same groups at all times each day, and different groups are not mixed during the day, or on subsequent days wherever possible.</p>			
10	Risk of transmission and spread of COVID-19 associated with inadequate arrangements for keeping groups of pupils together.	E, VP, C, P, ES	<p>Head teacher is to ensure that the same teacher(s) and other staff are assigned to each group and, as far as possible, these stay the same during the day and on subsequent days, recognising that within the school setting there will be some subject specialist rotation of staff.</p> <p>Head teacher is to ensure that wherever possible children and young people use the same classroom or area of a setting throughout the day, with a thorough cleaning and disinfecting of the rooms at the end of the day. Use of specialist rooms is permissible but must be cleaned between classes and as much ventilation allowed as possible</p> <p>Class teachers to prepare rooms so that pupils can be seated at the same desk each day.</p> <p>Head teacher is to ensure that alcohol gel or hand washing facilities to be provided upon entry to classrooms and at strategic locations within schools. Disinfectant spray bottles to be located at external exits to clean handles, surfaces and equipment as and when necessary. To be located at height, as much as possible out of the reach of children.</p> <p>Staff and pupils must wash their hands or use alcohol gel upon entering the premises. Staff to have access to small bottles of alcohol gel that can be carried via a karabiner.</p>	3	5	15



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			<p>Robust signing in procedures must be implemented within each school to enable contact tracing of those in contact with confirmed COVID 19 cases.</p> <p>Staff must use the electronic signing in/out process</p> <p>If not possible, receptionists to document visitor details to avoid cross contamination and potential spread of virus.</p> <p>Literature racks at reception and other areas within the building to be removed to avoid cross contamination.</p> <p>Visitors to be escorted by host (maintain social distancing) for duration of visit.</p> <p>Access control passes to be provided to visitors for this purpose where possible and returned to reception on completion of visit to be sanitised. Lanyards issued to visitors to be quarantined for 72 hours after use.</p> <p>Rooms to be ventilated at all time, staff and students, advised to wear warm outdoor clothing, throughout the day. Fire doors to be closed when the classrooms are empty.</p>			
			Follow the <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a> .			
11	Risk of transmission and spread of COVID-19 associated with poor cleaning and hygiene standards.	E, VP, C, P, ES	<p>Ensure that sufficient handwashing facilities are available. Where a sink is not nearby, provide hand sanitiser in classrooms and other learning environments.</p> <p>Sanitise surfaces that children and young people are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, more regularly than normal.</p> <p>Ensure that all adults and children:</p> <ul style="list-style-type: none"> <li>Frequently wash their hands with soap and water for 20 seconds and dry thoroughly. Review the <a href="#">guidance on hand cleaning</a>.</li> <li>Clean their hands on arrival at the setting, before and after eating, toilet use and after sneezing or coughing.</li> <li>Are encouraged not to touch their mouth, eyes and nose.</li> </ul> <p>Use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it').</p>	2	5	10

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			<ul style="list-style-type: none"> <li>Consider how to encourage young children to learn and practise these habits through games, songs and repetition.</li> </ul>			
			Ensure that help is available for children and young people who have trouble cleaning their hands independently.			
			Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation, consider the use of door guards for fire doors which can be linked to the fire alarm system.			
			Where possible, all spaces should be well ventilated using natural ventilation (opening windows) or ventilation units.			
			Ensure that bins for tissues are emptied throughout the day.			

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12	Risk of exposure to COVID 19 when staff or pupils or relevant others use staircases	E, VP, C, P, ES	<p>Signage to indicate the direction of travel is to be provided on each stairwell entry point.</p> <p>Staff are informed to stick to their left side to walk up the stairs and stick to their left side to walk down the stairs, if safe to do so and stairwells are wide enough for this purpose.</p> <p>Signage to be provided to detail arrangements and all staff briefed to ensure that they are aware of these controls. Reminders to be given in staff briefing.</p>	2	5	10

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			<p>All staff to ensure that they do not stop to converse with other members of staff on stairwells.</p> <p>Ensure that high touch areas (bannisters etc.) are part of the disinfectant regime for the building, hand washing facilities or alcohol gel provided on each floor and staff to follow good hygiene measures accordingly to prevent potential spread.</p>			
13	Risk of exposure to COVID 19 when staff, Pupils or relevant use corridors within school	E, VP, C, P, ES	<p>Doors kept open where possible to avoid contact with high touch areas.</p> <p><b>NOTE:</b> This does not apply to fire doors unless approved safety mechanisms are used such as door guards or other hold open devices which release on alarm activation.</p> <p>Fire doors need to be appropriately signed to enable staff to identify fire doors easily.</p> <p>Staff advised to use elbow for opening door release mechanisms where possible.</p> <p>Fire doors must not be wedged open. If a classroom door is kept open for ventilation it must be closed when the last person leaves.</p> <p>Vision screens in doors to be kept clear at all times</p> <p>Clear instructions regarding usage to be produced and clearly communicated to staff and relevant others.</p>	1	5	5
			<p>Use of photocopiers: Photocopiers to be limited to one person per time. Staff advised to limit use of the photocopier and wash hands after use. Primary staff may use the staffroom photocopier, secondary staff to use a copier in the River Tees room and 6<sup>th</sup> form staff to use the photocopier in the 6<sup>th</sup> form area alternatively they can email to office staff for printing.</p> <p>Cleaning regime must be in place for high touch areas on photocopier.</p> <p>Staff to wear facemasks in all communal areas outside of the classrooms including corridors and for leaving and entering the building and within the classroom where social distancing cannot be maintained. PPE is readily available to all staff on the premises. Face to face work with pupils to be time limited where possible, staff to</p>			

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			try to work from the side, where possible PPE to be worn if staff cannot maintain social distancing.			
14	Risk of exposure to COVID 19 when staff or relevant others use toilets	E, VP, C, P, ES	Restrict the number of people using the toilets at any one time. Maximum occupancies (1 person every 2 metres) identified on the door.	2	5	10
			Toilets are screened from each other. It must be ensured capacity of toilets is not exceeded. Plan to be put in place by Head Teacher or relevant other to ensure social distancing.			
			Male urinals are to be checked to ensure that social distancing can be implemented and if not urinals cordoned to ensure social distancing can be achieved.			
			Windows opened to allow for natural ventilation where possible.			
			Cleaning regime put in place to ensure high contact points are regularly sanitised.			
			Soap to be provided for hand washing and paper towels for drying			
15	Risk of exposure to COVID 19 due to mixing within education or childcare setting.	E, VP, C, P, ES	The impacted area will be split into individual class bubbles where in most cases only staff from 2 classes will cross.	4	5	20
			Pupils and staff should keep to the left when moving along corridors.			
			Breaks may be staggered to ensure that any corridors or circulation routes used have a limited number of pupils using them at any time. Primary pupils should use primary playground and secondary pupils use secondary playgrounds. Use of the field should be timetabled.			
			Staggering lunch breaks - children and young people should clean their hands beforehand and enter in the groups they are already in, groups should be kept apart as much as possible and tables should be cleaned between each group. If such measures are not possible, children should be brought their lunch in their classrooms			
			Ensuring that toilets do not become crowded by limiting the number of children or young people who use the toilet facilities at one time.			
			Noting that some children and young people will need additional support to follow these measures (for example, routes round school marked in braille or with other			

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			<p>meaningful symbols, and social stories to support them in understanding how to follow rules).</p> <p>Arrangements put in place so that areas are regularly cleaned and sanitised after use including high touch points.</p> <p>Use outside space:</p> <ul style="list-style-type: none"> <li>• For exercise and breaks.</li> <li>• For outdoor education, where possible, as this can limit transmission and more easily allow for distance between children and staff.</li> </ul> <p>Although outdoor equipment should not be used unless the setting is able to ensure that it is appropriately cleaned between groups of children and young people using it, and that multiple groups do not use it simultaneously. Read <a href="#">COVID-19: cleaning of non-healthcare settings</a>.</p> <p>For shared rooms:</p> <ul style="list-style-type: none"> <li>• If class groups take staggered breaks between lessons, these areas can be shared as long as different groups do not mix (and especially do not play sports or games together) and adequate cleaning between groups is in place, following the <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a>.</li> <li>• Staff are to eat their lunches and have breaks in their classrooms. Each class room will be provided with a microwave to heat up drinks and food in their classroom and a fridge to store their food.</li> <li>• All phase meetings will be held via Teams, all staff training will be online, including PD days.</li> <li>• The primary staffroom will now only be used for photocopying</li> </ul> <p>All staff will try and avoid any contact with anyone outside of their class group and adhere to social distancing</p> <p>Reduce the use of shared resources:</p> <ul style="list-style-type: none"> <li>• Limit the amount of shared resources that are taken home and limit exchange of take-home resources between children, young people and staff</li> </ul>			

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			<ul style="list-style-type: none"> <li>Seek to prevent the sharing of stationery and other equipment where possible. Shared materials and surfaces should be cleaned and disinfected more frequently. Students to be provided with their own pens and pencils .</li> <li>Although practical lessons can go ahead if equipment can be cleaned thoroughly and the classroom or other learning environment is occupied by the same children or young people in one day, or properly cleaned between cohorts.</li> <li>SLT to continuously moving around the school monitoring the practices in the day to day running of the school. Adhering to strict social distancing regime, rarely entering classrooms rather viewing from the doorway and avoiding long periods of face to face contact under 2m with staff, reverting to the phone, teams or to a more a socially distanced space to have the discussion when necessary.</li> <li>Encourage parents and children and young people to walk or cycle to their education setting where possible.</li> </ul> <p>Make sure schools, parents and young people follow the <a href="#">Coronavirus (COVID-19): safer travel guidance for passengers</a> when planning their travel.</p>			
16	Risk of spread of COVID-19 due to transport arrangements of parents and Pupils.	E, VP, C, P, ES	<p>Ensure that transport arrangements cater for any changes to start and finish times.</p> <p>Ensure that transport providers do not work if they or a member of their household are displaying any symptoms of coronavirus.</p> <p>Ensure transport providers, as far as possible, follow hygiene rules and try to keep distance from their passengers.</p> <p>Take appropriate actions to reduce risk if hygiene rules and social distancing is not possible, for example when transporting children and young people with complex needs who need support to access the vehicle or fasten seatbelts.</p> <p>local authorities or transport providers could consider the following:</p> <ul style="list-style-type: none"> <li>guidance or training for school transport colleagues</li> </ul>	3	5	15

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			<ul style="list-style-type: none"> <li>substituting smaller vehicles with larger ones, or running 2 vehicles rather than one, where possible, to reduce the number of passengers per vehicle and increase the amount of space between passengers</li> </ul> <p>Cordoning off seats and eliminating face-to-face seating, where vehicle capacity allows, helping passengers spread out.</p> <p>Communicating revised travel plans clearly to contractors, local authorities and parents where appropriate (for instance, to agree pick-up and drop-off times).</p> <ul style="list-style-type: none"> <li>Children will remove the face mask they have travelled to school in and put it in a plastic bag and keep the bag in their pocket or bag on their arrival at school. If children want to wear a mask in school they will be provided with a disposable mask from school. At the end of the day these masks will be removed and disposed of in line with the PPE disposal guidelines – where it causes distress to change the face mask children are exempt and allowed to wear the face mask they have travelled to school in on the premises.</li> </ul> <p>Escorting children in to school at the beginning of the day – doors will be held open to allow easy movement of students into the school.</p> <p>Escorting children out of school at the end of the day – Caretaker will radio the bus numbers into the main office as they arrive and staff will tannoy the school to let them know which buses have arrived, staff will have a list for the bus numbers their children are on and bring the relevant children down accordingly. This will start at 3pm.</p> <p>Staff to no longer use shared welfare facilities – they will use the facilities in their classroom only.</p> <p>Maximum occupancies identified on the door. – Secondary Prep 3 persons, TLR room 1 person, primary prep 1 person. River Tees 10 people,</p>			
	Risk of exposure to COVID 19 when staff or	<b>E, VP, C,</b>	Vision panels (windows) in doors kept clear at all times to assist staff in identifying visually if the capacity has been exceeded without opening the door.	1	5	5

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				Likelihood	Severity	Overall Risk
17	relevant others use welfare facilities including; Kitchen facilities and rest areas.		<p>Disposable paper towels to be provided only – no multi use towels to be used.</p> <p>All toilets and kitchens provided with hand washing facilities with soap, disposable towels and hot running water.</p> <p>Posters displayed in toilets and kitchens asking staff to wash their hands for twenty seconds using soap and water.</p> <p>Government advice is to Catch Coughs and Sneezes in tissues – Tissues available throughout the workplace.</p> <p>Ask employees to bring their own food.</p> <p>Cutlery, plates and cups are to be provided by employee and not shared.</p> <p>Social distancing arrangements to be implemented in smoking areas.</p> <p>Head teachers ensure the information includes the control measures which have been implemented and premises specific instructions in order to help protect staff and others whilst in school premises.</p> <p>Head teachers must ensure they introduce documented systems to communicate the requirements of COVID 19 premises risk assessments in the premises where their staff are working or visiting.</p> <p>Head teachers ensure that they inform all children, young people, parents, carers or any visitors, such as suppliers, not to enter the education or childcare setting if they are displaying any symptoms of coronavirus (following the <a href="#">COVID-19: guidance for households with possible coronavirus infection</a>).</p>			
18	Communicating the risk of exposure to COVID 19	E, VP, C, P, ES	<p>Head teachers ensure that they inform all parents that if their child needs to be accompanied to the education or childcare setting, only one parent should attend.</p> <p>Head teachers ensure that they inform all parents and young people their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use).</p> <p>Head teachers ensure they make clear to parents that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely) or congregate in the reception area</p>	3	5	15



Ref	Hazard Identification & Associated Risks	Who could be harmed? (E, SU, VP, V, P, C, ES)	Existing Control Measures	Residual Risk Rating		
				Likelihood	Severity	Overall Risk
			<p>before or after the school day. Class groups to be given a place to meet upon arrival rather than congregate</p> <p>Signs and notices relating to COVID 19 risks and required precautions to be provided at strategic locations throughout the building.</p> <p>Head teachers ensure that parents and young people are aware of recommendations on transport to and from education or childcare setting (including avoiding peak times). Read the <a href="#">Coronavirus (COVID-19): safer travel guidance for passengers</a>.</p> <p>Head teachers to engage with staff about the plans (for example, safety measures, timetable changes and staggered arrival and departure times), including discussing extra training requirements.</p> <p>Head teachers to communicate early with contractors and suppliers that will need to prepare to support your plans for opening for example, cleaning, catering, food supplies and hygiene suppliers.</p> <p>Discuss with cleaning contractors or staff the additional cleaning requirements and agree additional hours to allow for this.</p> <p>Use of emails and the Intranet to cascade information as and when required in addition to risk assessment sign off sheets.</p> <p>Review emergency evacuation procedure to ensure that arrangements remain valid for:</p> <ul style="list-style-type: none"> <li>• Means of escape</li> <li>• Muster points</li> <li>• PEEPS</li> <li>• Number of trained fire wardens</li> </ul> <p>Social distancing measure as per government guidance to be maintained for above situations where possible.</p>			

Ref	Hazard Identification & Associated Risks	Who could be harmed? (E, SU, VP, V, P, C, ES)	Existing Control Measures	Residual Risk Rating		
				Likelihood	Severity	Overall Risk
19	Risk of COVID 19 exposure or transmission as a result of inadequate fire safety and other emergency arrangements.	E, VP, C, P, ES	<p>Updated fire evacuation plan to be communicated to all persons working within the premises or visiting the premises.</p> <p>Updated fire evacuation plan to be maintained for audit and inspection purposes.</p> <p>Consideration given to PEEPS and precautions required to minimise risks associated with COVID 19 when responding to a fire or alarm activation situation.</p> <p>Fire log book to be maintained for all occupied buildings.</p> <p>Fire risk assessment to be reviewed by the relevant Head Teacher as and when required and updated accordingly subject to risk.</p>	2	5	10
20	Risk of COVID 19 exposure or transmission as a result of inadequate first aid arrangements.	E, VP, C, P, ES	<p>All full complement of trained school first aiders will be available in Autumn term.</p> <p>First aid kits to be updated to include (where already not supplied) surgical masks, eye protection, disposable gloves, disposable aprons and hand sanitisers.</p> <p>Ensure there is a system for communicating the COVID 19 First Aid risk assessment to all First Aiders within the premises and that current government advice is followed when carrying out first aid treatment.</p>	1	1	2
21	Risk of exposure to COVID 19 due to ventilation	E, VP, C, P, ES	<p>Ensure ventilation systems are set to nominal speeds, at least 2 hours before the building is occupied and switch to a lower speed 2 hours after the building has closed.</p> <p>Ventilation systems to be kept running at night &amp; weekends, but on a lower speed.</p> <p>Staff are to ensure good use of natural ventilation and open windows to allow for natural air changes where possible.</p> <p>Switch air handling units with recirculation to 100% outdoor air where possible.</p> <p>Inspect heat recovery equipment to be ensure that leakages are under control.</p>	2	4	8

Ref	Hazard Identification & Associated Risks	Who could be harmed? (E, SU, VP, V, P, C, ES)	Existing Control Measures	Residual Risk Rating		
				Likelihood	Severity	Overall Risk
			Review the use of air conditioning units within the buildings. Air conditioning units can run before school starts and after pupils and staff leave. Fire evacuation plans and fire risk assessment to be updated accordingly.			
22	Risk of exposure to COVID 19 when staff dispose of PPE, cleaning materials and other contaminated waste.	E, VP, C, P, ES	<ul style="list-style-type: none"> <li>Internal bin system to be set up to deal with disposal of PPE and cleaning materials.</li> <li>PPE and contaminated materials to be double bagged and tied. This should be stored in the medical room/dated and disposed of after 72 hours.</li> <li>Wash hands using soap and water or alcohol gel (70%) after handling bags.</li> </ul>	2	5	10
23	Mental health and wellbeing may be affected due to isolation; workload; lack of exercise; caring responsibilities etc.	E	<p>Management to promote mental health &amp; wellbeing awareness to staff during the COVID 19 pandemic and will offer whatever support they can to support staff and relevant others.</p> <ul style="list-style-type: none"> <li>Regular welfare checks by management and staff.</li> <li>Information available from school mental first aiders.</li> </ul> <p>Support from Schools Advisory Service available</p>	2	5	10
24	Risks of COVID 19 outbreak associated with inadequate testing arrangements for COVID 19 within occupied buildings.	E, SU, VP, P, C	<p>Arrangements put in place for testing in accordance with most up to date government guidance and advice.</p> <p>Guidance on testing can be sought from the HR Team. Further information on testing arrangements can be found on the COVID 19 page. <a href="https://intranet.middlesbrough.gov.uk/coronavirus-covid-19-staff-updates">https://intranet.middlesbrough.gov.uk/coronavirus-covid-19-staff-updates</a></p> <p>Arrangements put in place for appropriate track and trace of confirmed COVID 19 cases as required, depending on stage of pandemic.</p> <p>In the instance of a negative covid result staff and parents are to provide a copy of the negative result to SLT on re-entering the premises.</p>	2	5	10

## Action Register

This action register should be used to document any additional control measures which are required to eliminate or adequately control the risks identified within the assessment.

- Any risks which require additional control measures which cannot be implemented in a timely manner, must be documented within the action register.
- Consideration should be given to the hierarchy of controls when implementing control measures.
- Actions must be assigned to an action owner who is responsible for implementing the required action within the timescales indicated.
- Service Area Managers must escalate any significant risks which cannot be resolved locally to their Head of Service for resolution.
- Heads of Service must escalate any risks which cannot be resolved at Head of Service level to their Director for resolution.
- The action register must be updated once the actions have been completed and the control measures incorporated into the risk assessment.

Ref	Date Assigned	Action Required	Action Owner	Action Taken	Date Completed
1	Aug 20	Individual risk assessments to be carried out on staff members who were previously issued with a Shielding letter or are pregnant	Katy Hall	Individual risk assessments carried out for 4 members of staff	On-Going
2	Dec-20	1 <sup>st</sup> Jan 21 – Staff Meetings will be held in school and will be carried out over Teams	Katy Hall	No action to be taken. Staff will remain in class bubble and leave school promptly at the end of the meeting.	Re-evaluated – 05.01.2021
2a	Jan-21	1st Jan 21 – Staff Meetings will be carried out over Teams	Katy Hall	No action to be taken. Staff may access meeting from home or in school dependant on their rota schedule	Jan-21
3	Jan 21	Owing to new variant increased infection rate, risk to unvaccinated staff and government guidance how do we mitigate the risk of infection	Pippa Irwin	Reduce the number of pupils and staffing in a classroom each day during the lockdown period to allow for better spacing and reduced contact points. (Vulnerable and keyworker children to take priority)	Jan-21
4.	Mar 21	New Guidance recommends face coverings should be worn in classrooms – unless social distancing is maintained	Katy Hall	New guidance to be communicated to staff including the information about exemptions which are relevant to our children.	Mar 21
5.	Mar 21	Face visors or shields should not be worn	Katy Hall	An order for transparent masks has been placed – until delivery owing to the nature of the children and the requirement on clear sound and facial expression to communicate – staff will be able to	Mar 21

				continue to wear face shields so they have some form of protection rather than nothing at all.	
6.	Mar 21	Recommended to wear masks in the classroom	Katy Hall	Children will be asked to wear masks but not forced. Though it is 'recommended that all staff and pupils wear masks in the classroom where social distancing can't be maintained.' Owing to the nature of our young people the exemption – 'speak to or provide help to someone who relies on lip reading, clear sound or facial expression to communicate' will apply. Consenting staff have also been vaccinated as an added precaution.	Mar 21
7.	Apr 21	Offsite walks are now permitted	Katy Hall	Groups to be kept to a minimum when walking offsite following the rule of 6 where possible.	Apr 21
8.	May 21	From May 4th Outdoor bubbles will be expanded and a rota has been created	Jane May	Classes joining together to make larger bubbles for outdoor play / education. Adults to still maintain social distancing where possible	May 21
9.	May 21	From May 17 <sup>th</sup> larger bubbles will be formed inside school, Jane to email out rota.	Jane May	Classes joining together to make larger bubbles for indoor play / education and the sharing of staff. Adults to still maintain social distancing where possible	May 21
10.	May 21	From May 4 <sup>th</sup> . A small number of staff will have to work in different classes throughout the week but only one class per day	Jane May	Where staff are entering a new class they need to take a Lateral flow test, i.e. if they are in a different class each day they need to take a test each morning and present the results to the office before they go into the class.	May 21
11.	May 21	From 17 <sup>th</sup> May 2021 following government guidance masks are no longer required in school for students in the classroom or communal areas i.e. corridors. Staff no longer have to wear them in the classroom but are recommended to wear them in corridors and communal areas. NB: Social	Pippa Irwin	Masks are still available within school for those who would still like to wear them. School policy is also to advise that masks and visors are still worn during intimate care.	May 21

		distancing guidance should still be followed where possible specifically between members of staff.			
12.	May 21	Vistors will still be asked to wear masks in communal areas, but may take them off in meeting rooms if social distancing can be maintained.	Pippa Irwin	Masks are still available within school to distribute to visitors	May 21
13.	Jun 21	Owing to the government announcement on 14 <sup>th</sup> June that the covid restrictions will not be relaxed on 21 <sup>st</sup> Jun this risk assessment as it is will remain in place	Pippa Irwin		June 21
14.	Jun 21	Transition will still go ahead as planned w/c 12 <sup>th</sup> Jul 21. The new class bubbles will be formed on 12 <sup>th</sup> Jul and will remain that way until the school closes on 16 <sup>th</sup> Jul. All new staff members will be asked to do a lateral flow test each day they are in school if they are not in school all week.	Pippa Irwin	Staff will continue to take a lateral flow test twice a week and new staff each day they enter school if they are not here all week.	June 21

## Risk Assessment Authorisation & Review

<b>Name of Assessor(s):</b>		<b>Signature of Assessor(s):</b>		<b>Date:</b>	
<b>Name of Authorising Manager:</b>		<b>Signature of Authorising Manager:</b>		<b>Date:</b>	

- This risk assessment is a living document and must be reviewed regularly (at least annually) by the manager responsible for the activity being assessed. It should also be reviewed:
  - If there is reason to doubt the effectiveness of the assessment.
  - Following an accident or other significant incident which could impact upon the safety of employees or relevant others.
  - Following significant changes to the task, process, procedure, personnel or line management.
  - Following the introduction of vulnerable personnel.
- A copy of the updated risk assessment should be maintained and made available for inspection and audit purposes

Review	Name of Manager	Date	Comments
Review 1			

Review 2			
Review 3			
Review 4			
Review 5			
Review 6			
Review 7			
Review 8			