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ENGIE & North Tyneside Partnership -  
Schools Health and Safety, Quadrant, (1<sup>st</sup> Floor),  
The Silverlink North, Cobalt Business Park, North  
Tyneside, NE27 0BY

# Considerations for COVID-19 Risk Assessment Development DRAFT Version 3.0 14.01.2021

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## 1.0 Introduction

The Considerations for COVID-19 Risk Assessment is a development document which will help schools identify relevant hazards and control measures. It is important that you don't just put your school name to it as that would not satisfy the law - and would not protect your employees.

Even where the hazards are the same, the control measures you adopt may have to be different from those in the examples to meet the particular conditions in your workplace. It is important to remember that a risk assessment is only effective if you and your staff act upon the controls included within. You must follow through with any actions required and review it on a regular basis, especially if you have identified that your planned control measures aren't working, and improvements can therefore be implemented within your school. As a result, any control measures which aren't relevant must be deleted.

The Management of Health and Safety at Work Regulations 1999, place a duty on all employers to make a suitable and sufficient assessment of the risks to the health and safety of their employees, whilst they are at work, and to others who may be affected by the employer's undertakings.

It is recommended that the School's risk assessment procedure should be developed by the Governing Body in conjunction with the Headteacher and members of the School Leadership Team and in accordance with the appropriate legislation the operational day-to-day responsibility for the management of Health & Safety is a School responsibility.<sup>1</sup> The Health and Safety at Work Act 1974 places overall responsibility for health and safety with the employer, this varies with the type of school, the table below details this.

School Type	Employer
Community schools	North Tyneside Council <sup>(2)</sup>
Community special schools	
Voluntary controlled schools	
Maintained nursery schools	
Pupil referral units	
Foundation schools	Schools Governing Body
Foundation special schools	
Voluntary aided schools	
Independent schools	Schools Governing Body or Proprietor
Academies and free schools	The Academy Trust
Multi academy trusts	
* As an occupier of the premises, all school governing bodies still have health and safety responsibilities within the schools, even where they aren't the employer.	

<sup>1</sup> <https://www.gov.uk/government/publications/health-and-safety-advice-for-schools/responsibilities-and-duties-for-schools>

<sup>2</sup> *Under section 29(5) of the Education Act 2002, local authorities have powers to direct health and safety matters relating to school premises or school activities taking place elsewhere in these types of School and should only use these powers when a school's health and safety arrangements are inadequate.*

*The Education Act 2002<sup>3</sup> and the Schools Standards & Frameworks Act 1998<sup>4</sup> also notes that for those Schools they shall comply with any direction given to them by the Local Authority concerning the health and safety of persons on the school's premises or taking part in any school activities elsewhere and in these instances the LA directs those Schools to use the LA Framework Risk Assessments.*

Some schools operate as part of a Public Private Partnership (PPP), Private Finance Initiative (PFI) or Non-Profit Distribution (NPD) arrangement. In these cases, teachers, Teaching Assistants and Administrative staff are typically employed by the local authority. However, some staff in ancillary services, for example catering, caretaking or cleaning staff, may be employed by the organisation contracted to provide these ancillary services.

**The hazards, risks and control measures in this document are non-exhaustive, the school has a duty to ensure that all significant hazards on site are adequately risk assessed with suitable control measures to ensure the risk is low as practicable.**

Schools should share the results of their risk assessment with their workforce. If possible, they should consider publishing it on their website to provide transparency of approach to parents, carers and pupils (HSE would expect all employers with over 50 staff to do so). The Health and Safety Team are currently producing a template statement which will support schools with this process.

## 1.1 Version Control

### Original Format/Template: For Health and Safety Team

<b>Document Title</b>	Considerations for COVID-19 Risk Assessment Development (DRAFT)	<b>Document Reference</b>	HSGUI 036	<b>Version Number</b>	2.0
<b>Reviewer</b>	Health and Safety Team	<b>Previous Review</b>	15 June 2020	<b>Issue Date</b>	08 July 2020
<b>Point Number</b>	<b>Reference Point/ Number</b>	<b>Comments</b>			
1 (15/06/20)	Whole Document	Formatted to include version control systems and action plan			
2 (15/06/20)	1.0	Provided an introduction and amended form to provide it as a risk assessment template rather than a sample			
3 (15/06/20)	2.2, 2.3, 2.4, 2.5, 2.6, 2.7	Added text to <i>Risk and Control Measures</i> columns (marked in <b>Red</b> )			
4 (15/06/20)	3.2	Added text to <i>Risk</i> column (marked in <b>Red</b> )			
5 (15/06/20)	4.4	Added text to <i>Control Measures</i> columns (marked in <b>Red</b> )			

<sup>3</sup> <http://www.legislation.gov.uk/ukpga/2002/32/section/29#commentary-key-379c0a8ab791aad4cda0b42dbea5f020>

<sup>4</sup> <http://www.legislation.gov.uk/ukpga/1998/31/contents>

6 (08/07/20)	1.0	Added text to <i>introduction</i> relating to sharing risk assessment (marked in <b>Blue</b> )
7 (08/07/20)	2.1, 2.2, 2.3, 2.5, 2.6,	Added text to <i>Control Measures</i> columns (marked in <b>Blue</b> )
8 (08/07/20)	3.1	Added text to <i>Control Measures</i> columns (marked in <b>Blue</b> )
9 (08/07/20)	4.1, 4.2, 4.4, 4.8, 4.9, 4.12, 4.13, 4.14, 4.15	Added text to <i>Risk</i> and <i>Control Measures</i> columns (marked in <b>Blue</b> )

**Risk Assessment Reviews  
 For School Use:**

<b>Date of production</b>	<b>13.07.2020</b>	<b>Date of Next Review</b>		<b>Shared with all staff and Senior Leadership Team (✓)</b>
<b>Date of Review</b>	<b>14.01.2021</b>	<b>Date of Next Review</b>	<b>February 2021</b>	<b>Shared with all staff and Senior Leadership Team (✓)</b>
<b>Changes:</b>	<b>Updated school actions in 2.1, 2.2, 2.3, 2.4, 2.5, 2.6, 2.7, 3.1, 3.2, 4.1, 4.2, 4.3, 4.4, 4.5, 4.6, 4.7, 4.8, 4.9, 4.10, 4.11, 4.12, 4.13, 4.14, 4.15</b>			
<b>Date of Review</b>		<b>Date of Next Review</b>		<b>Shared with all staff and Senior Leadership Team (✓)</b>
<b>Changes:</b>				

**Further Actions**

To be completed **after** your risk assessment:

<b>Do you need to do anything else to control the risks identified in your risk assessment?</b>	<b>Action by who?</b>	<b>Action by when?</b>	<b>Done</b>



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## 2.0 PEOPLE MANAGEMENT AND COMMUNICATION

Hazard	Risk	Control Measures	Site Comments
<p><b>2.1 Reopening a building following closure (including partial)</b></p>	<p>Employees, pupils, contractors, visitors.</p> <p>Fatality, serious illness or injury due to not using suitable equipment which could cause fire, explosions, Legionellosis, gas release, explosion, collapse, etc.</p>	<ul style="list-style-type: none"> <li>All outstanding inspections, testing or servicing of equipment relating to hot and cold-water systems; gas safety; fire safety; kitchen equipment; security including access control and intruder alarm systems; ventilation, lifts/hoists is in place and deemed suitable prior to opening</li> <li>A water treatment specialist has been commissioned to chlorinate and flush the complete system for all hot and cold-water systems (including drinking water) and certified the water system is safe before the buildings have been reoccupied</li> <li>All systems have been recommissioned before re-opening, as would normally be done after a long holiday period. This includes gas, heating, water supply, mechanical and electrical systems, and catering equipment.</li> <li>All areas and surfaces have been cleaned and disinfected prior to reopening</li> <li>Pest control for insect infestations have been contacted and remedied</li> <li>Thorough clean the kitchen prior to reopening before food preparation resumes.</li> <li>School has reviewed Chartered Institute of Building Services Engineers' guidance on <a href="#">emerging from lockdown</a> and ensured that all buildings have been checked and comply with this prior to reopening.</li> </ul>	<p>School premises have remained open throughout the pandemic.</p> <p>Monthly checks of water temperature in place.</p> <p>Kitchen closed during Lock Down 3, packed lunches delivered externally to school.</p> <p>Water flushing scheme in place for kitchen, executed weekly whilst kitchen is closed for COVID-19.</p>
<p><b>2.2 Prevent spread of COVID-19</b></p>	<p>Employees, pupils, contractors, visitors.</p>	<ul style="list-style-type: none"> <li>School will engage with the NHS Test and Trace process</li> <li>The school will keep a record of pupils and staff in each group, and any close contact that takes places between children and staff in different groups</li> </ul>	<p>See Silverdale Infection Management Policy, updated version 11.01.2021.</p> <p>Ongoing liaison with Emergency</p>



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	<p>Contracting Coronavirus</p>	<ul style="list-style-type: none"> <li>• Schools follows current government and HR advice on who can return to work and who should remain at home.</li> <li>• Members of the Senior Leadership Team and Board of Governors to familiarise themselves with the COVID-19 inspection checklist.</li> <li>• Senior staff visibly present around school to support and reinforce safety measures</li> <li>• This risk assessment will be reviewed on a weekly and dynamic as needed basis in consultation with all staff to ensure any issues can be addressed</li> <li>• Task-based risk assessments which may be applicable have been reviewed and updated to include any specific COVID-19 control measures. This is cascaded through to relevant staff <b>prior</b> to undertaking such activities</li> <li>• Hand washing and hand sanitiser ‘stations’ have been made available around the premises so that all pupils and staff can clean their hands on a regular basis</li> <li>• School will keep groups separate (in consistent ‘bubbles’) to minimise contact between individuals and will maintain social distancing wherever possible</li> <li>• School has reviewed teaching groups to ensure smaller bubbles can be maintained and isolated from other bubbles within the same year group</li> <li>• If using larger groups (bubbles), school will ensure the other measures from the system of controls become even more important, to minimise transmission risks and to minimise the numbers of pupils and staff who may need to self-isolate.</li> <li>• School has ensured that staff who need to move between bubbles can maintain 2 metres social distance from other pupils and adults</li> </ul>	<p>COVID Planning, case by case needs met.</p> <p>Registers and records in place.</p> <p>Behaviour Watch tracking adapted to reflect incidents relating to COVID-19.</p> <p>Control measures in place.</p> <p>Silverdale School will be operating five ‘social bubbles’: ARP Primary Department ASD – ‘Oasis’ Upper School Learning Centre.</p> <p>Please see delivery model of lessons and staff movement within the Silverdale Infection Management Policy version 11.01.2021.</p> <p>During Lock Down 3 staff will not be deployed outside of their departments and will avoid entering other areas of school unnecessarily.</p> <p>Students will stay within their bubble.</p>
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		<ul style="list-style-type: none"> <li>• Where 2 metres social distancing cannot be maintained by staff (e.g. due to specific needs of pupils), the school have limited the number of individuals which such staff members may come into contact with</li> <li>• Staff who are expected to carry out positive handling controls will adhere to strict personal hygiene measures which are laid out in the Silverdale Infection Management Policy version 11.01.2021.</li> <li>• No more than 15 pupils per group.</li> <li>• Children use the same classroom or area of a setting throughout the day with a thorough cleaning of the rooms at the end of the day in Primary and the ARP.</li> <li>• Students use same desk each day if they attend on consecutive days.</li> <li>• Posters displayed to follow social distancing.</li> <li>• School timetable has been reviewed to ensure lessons which can be carried out in wider spaces (such as outdoors or in hall) do so and with a view to ensure movement around the school at the same time is kept to a minimum</li> <li>• Ongoing communications (posters, emails, inductions, briefings) have been provided to all staff which includes: <ul style="list-style-type: none"> <li>○ Risks and symptoms of COVID19</li> <li>○ Advice regarding self-isolation of those showing signs or symptoms until a test has been carried out to confirm diagnosis</li> <li>○ Social distancing measures</li> <li>○ Emergency procedures (i.e. first aid, fire)</li> <li>○ Effective infection control including hygiene measures</li> <li>○ Specific or individual risk assessment findings</li> </ul> </li> </ul>	<p>Measures outlined in 2.2 in place.</p>
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		<ul style="list-style-type: none"> <li>○ Wellbeing points and any issues</li> <li>● Ongoing communications (posters, emails, inductions, briefings) have been provided to all parents which includes: <ul style="list-style-type: none"> <li>○ Risks and symptoms of COVID19</li> <li>○ Advice regarding self-isolation of those showing signs or symptoms</li> <li>○ Social distancing measures</li> <li>○ Modelling of appropriate hand washing and hygiene techniques (including catch it, bin it, kill it)</li> <li>○ Not to enter the school if they are displaying any symptoms of coronavirus</li> <li>○ If their child needs to be accompanied to school, only one parent should attend</li> <li>○ 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)</li> <li>○ They cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely)</li> <li>○ Recommendations on transport to and from education or childcare setting (including avoiding peak times).</li> </ul> </li> <li>● Ongoing communications (posters, emails, inductions, circles, class talks and information sharing) have been provided to all pupils at an age appropriate level which includes: <ul style="list-style-type: none"> <li>○ Risks and symptoms of COVID19</li> <li>○ Advice regarding self-isolation of those showing signs or symptoms</li> <li>○ Social distancing measures</li> </ul> </li> </ul>	
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		<ul style="list-style-type: none"> <li>○ Emergency procedures (i.e. first aid, fire)</li> <li>○ Effective infection control including hygiene measures including modelling of appropriate hand washing and hygiene techniques (including catch it, bin it, kill it)</li> <li>○ Recommendations on transport to and from education or childcare setting</li> <li>○ Education resources such as e-bug and PHE schools resources</li> </ul>	
<p><b>2.3 Staff or pupil shows signs of COVID-19 while on school premises</b></p>	<p>Employees, pupils, contractors, visitors.</p> <p>Contracting Coronavirus</p>	<ul style="list-style-type: none"> <li>● If anyone becomes unwell with a new, continuous cough, loss of taste or smell or a high temperature in school, they will be sent home and advised to take a test and self-isolate. Where the child, young person or staff member tests negative, they can return to their setting if they feel well and no longer have symptoms similar to COVID-19.</li> <li>● If they test positive, they must isolate for 10 days following the result and can only return if they do not have symptoms other than cough or loss of sense of smell/taste (If they still have a high temperature, they should keep self-isolating until their temperature returns to normal). Close contacts should continue self-isolating for 10 days from the onset of the positive tests symptoms or if asymptomatic from their positive test result date.</li> <li>● If notified a pupil or member of staff have been confirmed as a COVID-19 case, contact will be made with Emergency COVID Planning to get further support or advice <b>before</b> taking any action in the wider school.</li> <li>● The School will assist the local health protection team by identifying close contacts of the positive test.</li> <li>● If a child or staff member is awaiting collection, they will be</li> </ul>	<p>See Silverdale Infection Management Policy, version 11.01.2021.</p>



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		<p>moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. A window will be opened for ventilation. If it is not possible to isolate them, they will be moved to an area which is at least 2 metres away from other people.</p> <ul style="list-style-type: none"> <li>• If they need to go to the bathroom while waiting to be collected, they will use a separate bathroom if possible. The bathroom will be cleaned and disinfected using standard cleaning products i.e. a household detergent followed by disinfectant before being used by anyone else.</li> <li>• PPE will be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). This includes disposable gloves, disposable plastic apron, fluid resistant surgical facemask (include eye protection if client is coughing or sneezing)</li> <li>• In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital.</li> </ul>	
<p><b>2.4 Mental health and wellbeing</b></p>	<p>All staff and pupils due to demands, control (or a lack of), support, relationships, role and change</p>	<ul style="list-style-type: none"> <li>• The Governing body and senior leaders are working with staff to implement flexible working practices in a way that promotes good work-life balance and supports all staff including leaders.</li> <li>• Workload is carefully managed with staff who are having to stay at home due to health conditions are supporting remote education, while others focus on face-to-face provision.</li> <li>• Where resource and curriculum planning needs aren't able to be met, consideration will be given to ways of utilising extra resources</li> </ul>	<p>Student wellbeing checks in place and logged on Behaviour Watch.</p> <p>Staff wellbeing check-ins in place by phone call, emails and texts as appropriate.</p> <p>WhatsApp group set up for communication.</p>



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			<p>Staff emails used for updates, information sharing and memos.</p> <p>Remote learning offer in place and in development.</p> <p>Staff working from home or in self-isolation encouraged to join daily Zoom briefings if feeling well.</p>
<b>2.5 Visitors to premises: Including Contractors, parents and deliveries</b>	<p>Employees, pupils, contractors, visitors.</p> <p>Contracting Coronavirus</p>	<ul style="list-style-type: none"> <li>• School will implement a system for recording visitors onto premises (including direct contact numbers and arrival/departure times) to assist with track and trace program</li> <li>• School office staff to complete signing in details to prevent cross contamination on hardware, stationary, paper etc.</li> <li>• Visitor access is restricted to essential visits only.</li> <li>• Where visits are essential school will look at alternative methods of working including: <ul style="list-style-type: none"> <li>○ Elimination of the need for the visit (Use of technology to carry out appointments)</li> <li>○ Reduce the number of employees the visitor could potentially encounter (Out of hours working, school holidays, evenings weekends).</li> <li>○ Reduce the amount of time within our premises</li> <li>○ Limit the numbers of visitors (Appointment system, Access controls)</li> </ul> </li> <li>• Communication in the form of letters, email, signage, social media has been provided to parents, visitors or suppliers: <ul style="list-style-type: none"> <li>○ Not to enter the education or childcare setting if they or</li> </ul> </li> </ul>	<p>See Silverdale Infection Management Policy, version 11.01.2021.</p> <p>Signing in system in place.</p> <p>Visitors not allowed on site during Lock Down 3 unless related to safeguarding or essential maintenance.</p>



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		<p>any of their family are displaying any symptoms of coronavirus</p> <ul style="list-style-type: none"> <li>○ Visitors must wash/sanitise their hands upon entering our premises.</li> <li>○ Reminding them of social distancing measures in place</li> <li>○ Plans for opening for example, cleaning, catering, food supplies, hygiene suppliers</li> <li>○ communicating revised travel plans where appropriate (for instance, to agree pick-up and drop-off times)</li> </ul> <ul style="list-style-type: none"> <li>● Physical barriers at entrance to prevent access of visitors until measures above have been clarified</li> <li>● If physical barriers are not feasible, consider barriers 2 metres from receptions or floor markings that customers should not cross when speaking to staff.</li> <li>● Waiting room furniture has been rearranged to ensure social distancing.</li> <li>● Decide on a location as a set drop-off point agreed in advance.</li> </ul>	
<p><b>2.6 Adults or Children with (or living with) particular characteristics, additional or complex needs including those with IHCP's,</b></p>	<p>Employees, pupils, contractors, visitors.</p> <p>Contracting Coronavirus</p>	<ul style="list-style-type: none"> <li>● Children who have been classed as clinically extremely vulnerable due to pre-existing medical conditions can learn from home following Government guidance.</li> <li>● Staff who are clinically extremely vulnerable have been advised not to attend work following latest Government guidance for Lock Down 3.</li> <li>● Staff who are clinically vulnerable have been advised to take extra care in observing social distancing and should work from home where possible. If they cannot work from home, they will be offered the safest available on-site roles, staying 2 metres away from others wherever possible. Individual risk</li> </ul>	<p>Previously CV/ currently CEV and BAME staff will follow recommendations and guidance as outlined in the Silverdale Infection Management Policy, version 11.01.2021.</p> <p>In the case of an incident requiring 5% Team Teach guides or restraint staff identified as previously CV and CEV staff and staff classified as</p>



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		<p>assessments are on offer to CV staff.</p> <ul style="list-style-type: none"> <li>• The school will keep up to date and follow government guidelines relating to those who are clinically extremely vulnerable individuals and local measures if higher rates are in place.</li> <li>• Staff who are extremely clinically vulnerable will be placed in roles where they can work remotely or 2 metres social distancing can be maintained at all times.</li> <li>• Pregnant women will have an individual risk assessment completed which will also follow the relevant guidance available for clinically-vulnerable people.</li> <li>• If staff, parents or pupils with particular characteristics or significant risk factors are concerned, the school will discuss their concerns, explain the measures that are in place to reduce risks and ascertain whether anything additional can be done to support areas of apprehension</li> <li>• Activities which could increase the likelihood of coming into contact with another person's bodily fluids are individually risk assessed to see if the contact can be eliminated, reduced, isolated.</li> <li>• The needs of children will be considered to ensure they get the right level of support to follow measures associated with COVID-19 transmission (for example, routes round school marked in braille or with other meaningful symbols, and social stories to support them in understanding how to follow rules)</li> <li>• Suitable PPE should be worn where a child becomes unwell with symptoms of coronavirus while at school and needs direct personal care until they can return home. A face mask will be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child is necessary, then</li> </ul>	<p>BAME will refrain from physical contact if other staff are available to manage the situation. As a last resort staff classed as at risk (previously CV/CEV/BAME) can use 5% Team Teach.</p>
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		<p>gloves, an apron and a face mask should be worn by the supervising adult. 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> <ul style="list-style-type: none"> <li>• Risk assessments will be carried out for children who have an education health and care (EHC) plan and will be dynamically reviewed to ensure that their needs can be safely met in the educational environment.</li> <li>• School have in place and regularly review risk assessment where it is deemed that a child may not be able to follow instructions, to determine what mitigations need to be put in place and whether, in rare circumstances, they should stay at home.</li> <li>• For children who require it, staff will use simple language to explain safety measures, and reiterate and reinforce key messages. This will include safe routines for access to toilets, hand-cleaning and break and lunch times should be put in place.</li> <li>• Additional support for pupils to clean their hands regularly, including when they arrive at the setting, when they return from breaks, when they change rooms and before and after eating.</li> <li>• School has made an assessment of the cleanability of equipment used in the delivery of therapies (for example. physiotherapy equipment, sensory equipment), to determine whether this equipment can withstand cleaning and disinfection between each use (and how easy or practical it would be to do so) before it is put back into general use. Where cleaning or disinfection is not possible or practical, resources are restricted to one bubble.</li> </ul>	
<b>2.7 Emergency</b>	Employees,	<ul style="list-style-type: none"> <li>• School will ensure key posts are present within school at all</li> </ul>	First Aid training completed 6th – 9th



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<p><b>Procedures</b></p>	<p>pupils, contractors, visitors.</p> <p>Contracting Coronavirus</p>	<p>times, this includes</p> <ul style="list-style-type: none"> <li>○ First Aiders</li> <li>○ Safeguarding Lead</li> <li>○ Fire Wardens</li> <li>○ SLT</li> <li>○ Facilities / premises management / caretakers</li> </ul> <ul style="list-style-type: none"> <li>• Emergency procedures have been reviewed to ensure that arrangements remain valid for Fire Safety including the numbers and locations of trained fire wardens and the validity of Personal Emergency Evacuation Plans considering social distancing measure where possible.</li> <li>• Procedure in place to close the school or nursery at short notice if staffing levels fall to levels where safety cannot be assured</li> <li>• Everyone will maintain 2 metre separation as far as possible during evacuation and at assembly points.</li> <li>• Practice drills will continue as normal.</li> <li>• Social distancing enforced where possible at assembly points.</li> <li>• Current first aid provision has been reviewed to ensure enough first aiders including Paediatric First Aid</li> <li>• First aid kits have been reviewed to ensure surgical masks, face shield, disposable gloves and hand sanitiser (at least 60% alcohol) are available</li> <li>• First Aiders for the school have been issued with the current advice and guidance produced by the <a href="#">resus council</a> and will follow identified disposal methods including double bagged, stored for 72 hours and then disposed of</li> </ul>	<p>July 2020, 22 staff trained to ensure all departments covered.</p> <p>DSL and 4 DDSLs in place. (Safeguarding Leads).</p> <p>COVID-19 First Aid and PPE boxes in place.</p> <p>System in place to monitor and replace equipment as it is used.</p> <p>School has established procedures and communication systems to manage class closures due to staffing levels.</p>
<p><b>3.0 Effective infection protection and control</b></p>			
<p><b>3.1 Cleaning</b></p>	<p>Employees, pupils,</p>	<ul style="list-style-type: none"> <li>• School will follow the <a href="#">COVID-19: cleaning of non-healthcare</a></li> </ul>	<p>See Silverdale Infection Management Policy, version</p>



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	<p>contractors, visitors.</p> <p>Contracting Coronavirus</p>	<p><a href="#">settings guidance</a></p> <ul style="list-style-type: none"> <li>• School will ensure that sufficient handwashing facilities are available. Where a sink is not nearby, provide hand sanitiser (at least 60% alcohol) in classrooms, access/egress points and other learning environments</li> <li>• School will provide skin care systems to prevent skin issues such as dermatitis</li> <li>• Surfaces that children are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches will be cleaned more regularly than normal</li> <li>• Pedal operated lidded bins available for the disposal of tissues and contaminated waste – double bagged, stored for 72 hours and then disposed of.</li> <li>• Adequate supplies of disposable tissues, surface wipes, sanitiser (at least 60% alcohol) and suitable pedal bins in all teaching rooms</li> <li>• All adults and children will: <ul style="list-style-type: none"> <li>○ frequently wash their hands with soap and water for 20 seconds and dry thoroughly. Review the guidance on hand cleaning</li> <li>○ clean their hands on arrival at the setting, before and after eating, and after sneezing or coughing</li> <li>○ be encouraged not to touch their mouth, eyes and nose</li> <li>○ asked to use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it')</li> </ul> </li> <li>• School will ensure that help is available for children who may not understand why; or have trouble cleaning their hands independently. Practise through observation, games, songs and repetition will be encouraged</li> <li>• Bins for tissues are emptied throughout the day</li> </ul>	<p>11.01.2021.</p> <p>Pedal operated bins for First Aid Rooms in place.</p>
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		<ul style="list-style-type: none"> <li>• where possible, all spaces should be well ventilated using natural ventilation (opening windows) or ventilation units</li> <li>• If using alcohol-based hand sanitiser (at least 60% alcohol ensure your hands have fully dried off prior to contact with any potential sources of ignition, included static electricity created by touching metal objects.</li> <li>• Thorough cleans where someone has been diagnosed with Covid-19 and have been in the premises within 72 hours.</li> <li>• Alternatively, close off the area until 72 hours has elapsed. If member of staff diagnosed has not been in the office for 72 hours no action required.</li> <li>• When purchasing/using substances a hierarchy of control is implemented which considers; <ul style="list-style-type: none"> <li>○ Elimination</li> <li>○ Substitution</li> <li>○ Engineering Controls</li> <li>○ Administrative Controls</li> <li>○ Personal Protective Equipment</li> </ul> </li> <li>• Each substance will have an individual COSHH Assessment which identifies Hazards and control measures for employees to follow.</li> <li>• Alongside the COSHH Assessment will be the Safety Data Sheet to provide additional information. These assessments to be shared with staff.</li> <li>• Good hygiene practices – do not eat drink or smoke whilst using substances.</li> <li>• Staff to be instructed to refrain from bringing in their own cleaning products.</li> <li>• Cleaning staff to change into uniform on arrival and remove uniform prior to egress from building. These should be suitably</li> </ul>	
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		<p>laundered</p> <ul style="list-style-type: none"> <li>• Suitable storage of hand sanitiser taking into account the risks around ingestion and fire where substances are stored in bulk</li> <li>• Any hand sanitiser dispensed from large bulk containers to smaller ones are labelled with similar labelling as the bulk container, to ensure the user is aware of any hazards it may present. This should also include any instructions on how to use the hand sanitiser.</li> </ul>	
<p><b>3.2 PPE</b></p>	<p>Employees, pupils, contractors, visitors.</p> <p>Contracting Coronavirus</p>	<ul style="list-style-type: none"> <li>• It is important to recognise that PPE is only one element of safe and effective infection prevention and control and you should always ensure the following practices: <ul style="list-style-type: none"> <li>○ Robust hand hygiene.</li> <li>○ Do not touch your eyes, nose or mouth if your hands are not clean.</li> <li>○ Good respiratory hygiene.</li> <li>○ Environmental control (e.g., cleaning of frequently touched surfaces).</li> <li>○ Management of pupils</li> <li>○ Information, instruction and training</li> </ul> </li> <li>• Staff will receive sufficient information and instruction on the use of PPE <a href="#">including how to put on (Donning), remove (Doffing), store</a>, dispose of as well as any limitations of the PPE</li> <li>• Single use PPE should be disposed of so that it cannot be used again</li> <li>• Pedal operated lidded bins available for the disposal of tissues and contaminated waste – double bagged, stored for 72 hours and then disposed of.</li> <li>• Please remember that you still need to wear any PPE that was identified in your risk assessments prior to the Covid-19 outbreak as this will have been identified to protect you from</li> </ul>	<p>See Silverdale Infection Management Policy, version 11.01.2021.</p>



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		other foreseeable hazards.	
<b>4.0 Premises</b>			
<b>4.1 Access and Egress including use of entrances</b>	<p>Employees, pupils, contractors, visitors.</p> <p>Contracting Coronavirus</p>	<ul style="list-style-type: none"> <li>• School has a process for removing face coverings. Pupils are reminded not to touch the front of their face covering during use or when removing them. They must wash their hands immediately on arrival (as is the case for all pupils), dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom.</li> <li>• School SLT reviewed premises to ensure access/egress is as safe as possible, this includes             <ul style="list-style-type: none"> <li>○ Sanitiser (at least 60% alcohol) available at all entrances and exits</li> <li>○ Separate entry and exit doors i.e. one door for in, and another door for out,</li> <li>○ Accessing rooms directly from outside</li> <li>○ Revolving and automatic doors</li> <li>○ School entrance locked and visitors are buzzed through doors</li> <li>○ Unnecessary items and equipment have been removed from entrance areas</li> <li>○ Pick up and drop off times changed to ensure staggered intake and discharge of pupils</li> <li>○ Decontamination of items brought in from home i.e. water bottles, packed lunches, medications</li> </ul> </li> </ul>	<p>See Silverdale Infection Management Policy, version 11.01.2021.</p> <p>During Lock Down 3, staff and students are electing to wear face masks throughout the day.</p>
<b>4.2 Classrooms</b>	<p>Employees, pupils, contractors, visitors.</p>	<ul style="list-style-type: none"> <li>• Adaptations have been made to the classroom to ensure pupils seat side by side and facing forwards, rather than face to face or side on</li> <li>• Senior leadership team have carried out physical examination</li> </ul>	<p>See Silverdale Infection Management Policy, version 11.01.2021.</p>



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	Contracting Coronavirus	<p>of spaces to allocate numbers that's can be safely accommodated in an area to maintain as much space between individuals as possible</p> <ul style="list-style-type: none"> <li>• Outdoor education on site, where possible, will be encouraged as this can limit transmission and more easily allow for distance between children and staff.</li> <li>• Removal of soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts)</li> <li>• Staff to child ratios are appropriate with adherence to Early Years Foundation Stage (EYFS) where necessary</li> <li>• No more than 15 pupils per small group and one teacher (and, if needed, a teaching assistant)</li> <li>• Desks spaced as far apart as possible with sitting positions 2 metres apart</li> <li>• Posters displayed to follow social distancing</li> </ul>	<p>Maximum room occupancy signage in place.</p> <p>Outdoor Education requiring a journey in a minibus is currently suspended during Lock Down 3. Trips out of North Tyneside borders are currently suspended. A trip off site may take place with agreement of the Headteacher to meet an exam, curriculum or SEMH need.</p>
<b>4.3 Lifts</b>	Employees, pupils, contractors, visitors Contracting Coronavirus	<ul style="list-style-type: none"> <li>• Lift to be operational only where necessary</li> <li>• Reduce maximum occupancy to one person.</li> <li>• Clear notice on each lift to identify maximum occupancy</li> <li>• Staff and pupil advised to use the backside of a pen or other item when using the lift call button.</li> <li>• Where lifts are operational the button should form part of additional cleaning regimes.</li> </ul>	N/A – no lifts used within Silverdale organisation.
<b>4.4 Movement around the school, including use of corridors</b>	Employees, pupils, contractors, visitors.  Contracting Coronavirus	<ul style="list-style-type: none"> <li>• Posters displayed to follow social distancing</li> <li>• Vision screens in door kept clear at all times</li> <li>• Unnecessary items and equipment have been removed, including soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts)</li> <li>• All staff briefed to ensure that they are aware of these controls</li> </ul>	See Silverdale Infection Management Policy, version 11.01.2021.
<b>4.5 Toilets</b>	Employees,	<ul style="list-style-type: none"> <li>• Senior leadership team have carried out physical examination</li> </ul>	Measures in place and reviewed

	<p>pupils, contractors, visitors.</p> <p>Contracting Coronavirus</p>	<p>of spaces to allocate numbers that's can be safely accommodated in an area to maintain social distancing.</p> <ul style="list-style-type: none"> <li>• Paper towels used for hand drying</li> <li>• Number of children who use the toilet facilities restricted at one time, one in, one out as per Silverdale standard safeguarding policy</li> <li>• Posters in areas adjacent to toilets to follow social distancing and regular handwashing</li> <li>• Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.</li> </ul>	<p>dynamically due to the needs of students.</p>
<b>4.6 Meeting Rooms</b>	<p>Employees, pupils, contractors, visitors.</p> <p>Contracting Coronavirus</p>	<ul style="list-style-type: none"> <li>• Senior leadership team have carried out physical examination of spaces to allocate numbers that can be safely accommodated in an area to maintain social distancing.</li> <li>• Alternatively display maximum occupancy on door and rearrange furniture/remove chairs to help ensure capacity is not exceeded.</li> </ul>	<p>In place.</p>
<b>4.7 Offices</b>	<p>Employees, pupils, contractors, visitors.</p> <p>Contracting Coronavirus</p>	<ul style="list-style-type: none"> <li>• Senior leadership team have carried out physical examination of spaces to allocate numbers that can be safely accommodated in an area to maintain social distancing.</li> <li>• Posters displayed to follow social distancing</li> <li>• Staff should follow clean desk prior to working and leaving the area. They must also leave their desk as clear as possible to ensure that the desk can be easily cleaned.</li> <li>• Staff should work side by side or facing away from colleagues at 2m intervals, do not hot desk or share stationary.</li> <li>• Maximum occupancy communicated with staff and displayed on the door.</li> <li>• Window open for ventilation in all rooms where possible and hourly purges of air in rooms in place.</li> </ul>	<p>See Silverdale Infection Management Policy, version 11.01.2021.</p> <p>In place.</p> <p>Staff may need to complete Behaviour Watch logs at shared computers and will be advised to either clean or request the cleaning of the keyboard/mouse and area after each use.</p>



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		<ul style="list-style-type: none"> <li>Waste bins to have lids on for any discarded tissues etc, should be lined with a bag for easy removal and should be operated by foot.</li> <li>Desks physically repositioned</li> <li>Use of photocopiers: Photocopiers limited to one person per time. Staff advised to limit use of the photocopier and wash hands after use. Consider the use of touch screen pens when using photocopier. Cleaning regimes are stepped up to clean more frequent</li> </ul>	<p>System in place to manage the removal of refuse.</p> <p>First Aid rooms will have pedal operated bins with lids.</p> <p>Photocopiers in following areas used by staff in those departmental bubbles only; Primary Upper School Oasis (ASD) ARP</p>
<b>4.8 Music/Choir Lessons</b>	<p>Employees, pupils, contractors, visitors.</p> <p>Contracting Coronavirus</p>	<ul style="list-style-type: none"> <li>Class sizes for such music have been reduced to 1:1 or group size lower than 6.</li> <li>Pupils will be positioned back-to-back or side-to-side and will avoid sharing instruments.</li> </ul>	
<b>4.9 Staff rooms</b>	<p>Employees, pupils, contractors, visitors.</p> <p>Contracting Coronavirus</p>	<ul style="list-style-type: none"> <li>Use of staff rooms to be minimised, although staff must still have a break of a reasonable length during the day.</li> <li>Posters displayed to follow social distancing and regular handwashing</li> <li>Maximum occupancies (1 person every 2 metres) identified on the door.</li> <li>Vision panels in doors kept clear at all times to assist staff in</li> </ul>	<p>Maximum room occupancy displayed on doors.</p> <p>Paper towels used only in any kitchen areas.</p> <p>Rooms allocated within each</p>



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		<p>identifying visually if the capacity has been exceeded without opening the door.</p> <ul style="list-style-type: none"> <li>• Disposable towels only – no multi use towels.</li> <li>• Suitably stocked hand washing facilities with soap, disposable towels and hot running water. Stocks are replenished daily</li> <li>• Spacing seats and tables to ensure social distancing.</li> <li>• Staff have been requested to clean down tables before and after use, removing all uneaten food and drink and dispose of in bin</li> <li>• Staff encouraged to remain on site during lunch and breaks, when this is not possible, staff are advised to maintain social distancing while off-site</li> <li>• Frequently touched surfaces in shared spaces such as taps, kettles, water heaters, fridges, microwaves and cupboards cleaned frequently.</li> </ul>	<p>departmental bubble to facilitate staff breaks observing maximum room occupancy.</p>
<b>4.10 Ventilation</b>	<p>Employees, pupils, contractors, visitors.</p> <p>Contracting Coronavirus</p>	<ul style="list-style-type: none"> <li>• Ensure regular airing with windows</li> <li>• Toilet ventilation should run 24/7 in operation. Avoid open windows in toilets to ensure right direction of ventilation</li> </ul>	<p>System in Silverdale cannot be adjusted speed wise but will be left running.</p> <p>See Silverdale Infection Management Policy, version 11.01.2021.</p>
<b>4.11 Shared Premises</b>	<p>Employees, pupils, contractors, visitors.</p> <p>Contracting Coronavirus</p>	<ul style="list-style-type: none"> <li>• Share notes on Risk Assessment and respect each other’s RA.</li> </ul>	<p>Caretaker will manage site visits with external services and share Risk Assessments as appropriate.</p>



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<p><b>4.12 Lunchtimes, breaks, including PE, use of play spaces and equipment</b></p>	<p>Employees, pupils, contractors, visitors.</p> <p>Contracting Coronavirus</p>	<ul style="list-style-type: none"> <li>• Outdoor sports are prioritised for Physical Education where possible, and large indoor spaces used where it is not.</li> <li>• Pupils will be reminded about cleaning and hygiene prior to every lesson with signage displayed to reinforce the message</li> <li>• Pupils will wash/sanitise hands prior and following every PE lesson</li> <li>• School has reviewed and followed supporting guidance which includes <ul style="list-style-type: none"> <li>○ <a href="#">Sport England</a></li> <li>○ <a href="#">Association for Physical Education</a></li> <li>○ <a href="#">Youth Sport Trust</a></li> </ul> </li> <li>• Resources that are shared between classes or bubbles, such as sports, art and science equipment cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.</li> <li>• Physical activity sessions should be strictly non-contact</li> <li>• Sufficient tissues available for ensuring good respiratory hygiene – i.e. ‘catch it, bag it, bin it’ approach.</li> <li>• Use of sharing equipment is forbidden to mitigate against virus transmission</li> <li>• Senior leadership team have carried out physical examination of spaces to allocate numbers that can be safely accommodated in an area to maintain social distancing.</li> <li>• Children clean their hands beforehand and enter in the groups they are already in with groups kept apart as much as possible and tables cleaned between each group.</li> <li>• Children have their lunch in designated areas within each bubble.</li> </ul>	<p>See Silverdale Infection Management Policy, version 11.01.2021.</p> <p>Control measures in place.</p>
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<p><b>4.13 Movement of essential resources throughout the school</b></p>	<p>Employees, pupils, contractors, visitors.</p> <p>Contracting Coronavirus</p>	<ul style="list-style-type: none"> <li>• Staff and pupils have their own pencils and pens that are not shared.</li> <li>• Classroom based resources, such as books and games are cleaned regularly, along with all frequently touched surfaces.</li> <li>• Resources that are shared between classes or bubbles, such as sports, art and science equipment are cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles</li> <li>• Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to pupil education and development. Similar rules on hand cleaning, cleaning of the resources and rotation should apply to these resources</li> <li>• Resources that are not easily wiped or washable have been removed or limited in contact</li> <li>• The use of shared resources has been reduced: <ul style="list-style-type: none"> <li>○ by limiting the amount of shared resources that are taken home and limit exchange of take-home resources between children and staff</li> <li>○ thorough cleaning of equipment and the classroom is occupied by the same children in one day, or properly cleaned between cohorts</li> </ul> </li> </ul>	<p>Resources in place.</p>
<p><b>4.14 Extra-curricular provision</b></p>	<p>Employees, pupils, contractors, visitors.</p> <p>Contracting</p>	<ul style="list-style-type: none"> <li>• School will ensure children are kept within their departmental bubbles</li> <li>• There is a limit on the number of children using the toilet at any one time one student at a time.</li> <li>• Each bubble has been allocated their own toilet facilities to use</li> <li>• Suitably trained staff always available taking into account</li> </ul>	<p>See Silverdale Infection Management Policy, version 11.01.2021.</p> <p>Silverdale School due to its size will operate five bubbles:</p>



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	Coronavirus	emergencies (first aid, fire, lockdown, etc.), safeguarding and cleaning requirements for the setting.	Upper School Learning Centre Primary Department Oasis – ASD Department ARP at Killingworth
<b>4.15 Transport to/from school</b>	<p>Employees, pupils, contractors, visitors.</p> <p>Contracting Coronavirus</p>	<ul style="list-style-type: none"> <li>• Dedicated school transport aligns as far as possible with the control measures identified within this risk assessment, this includes:           <ul style="list-style-type: none"> <li>○ Pupils are grouped together on transport within their bubbles where possible</li> <li>○ Use of hand sanitiser upon boarding and/or disembarking</li> <li>○ Additional cleaning of Silverdale vehicles after every use</li> <li>○ Organised queuing and boarding where possible</li> <li>○ Distancing within vehicles wherever possible</li> <li>○ The use of face coverings for children over 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</li> </ul> </li> <li>• Vehicle management plan drawn up for school site and briefed to staff, this includes:           <ul style="list-style-type: none"> <li>○ Staff vigilance also important to assess environment prior to accessing/egressing car to ensure social distancing can be maintained</li> </ul> </li> <li>• Transport arrangements have been amended where necessary including:           <ul style="list-style-type: none"> <li>○ Encouraging government best practice for travelling on public transport</li> <li>○ Ensuring that transport arrangements cater for any changes to start and finish times</li> <li>○ Making sure transport providers do not work if they or a</li> </ul> </li> </ul>	Parking info shared in staff briefings, emails and on WhatsApp group.



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		<p>member of their <b>bubble</b> are displaying any symptoms of coronavirus</p> <ul style="list-style-type: none"> <li>○ Making sure transport providers, as far as possible, follow hygiene rules and try to keep distance from their passengers including using larger vehicles or cordoning off seats and eliminating face-to-face seating</li> <li>○ Taking appropriate actions to reduce risk if hygiene rules and social distancing is not possible, for example when transporting children with complex needs who need support to access the vehicle or fasten seatbelts</li> </ul>	
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