

RISK ASSESSMENT FOR COVID-19



Note: The latest government/DfE guidance has been used to complete this RA.

All persons on the school site have a responsibility to follow the preventative and protective measures set out in this risk assessment to keep risks to individuals to a minimum. Any concerns or queries should be directed to Craig Heeley (Head Teacher) or, in his absence, Chris Murphy (Deputy Head Teacher). This document will be shared with all staff, governors and regular school visitors by email. It will be shared with parents via the school website and social media accounts. It is available in paper format on request from the School Office.

Activity: Full return to school for all pupils following lockdown period on 8th March 2021.

Location: All areas

Assessment conducted by: Craig Heeley (Head Teacher)

Date Completed: 25th February 2021

Likelihood						Likelihood	x	Consequence/Severity/Injury		
	5	10	15	20	25	1 = Rare		1 =		
	4	8	12	16	20	2 = Unlikely		2 =		
	3	6	9	12	15	3 = Possible		3 =		
	2	4	6	8	10	4 = Probable		4 =		
	1	2	3	4	5	5 = Almost certain		5 = Fatality		
	Consequence/Severity/Injury					1-6 = LOW risk		8-15 = MEDIUM risk		16-25 HIGH risk

First Aid Box Locations: Main Office, EYFS Building, Dining Hall

Supporting documentation: Pupil return following partial closure due to Covid - 19 virus

Revised first aid procedures

Revised evacuation procedure

Proposed timetable

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

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

Hazard	Who is at risk?	Risk Level	Preventative and protective measures to reduce risk to an acceptable level	Final Risk Level
Cross contamination during the testing of asymptomatic staff and regular school visitors.	Personnel involved in the testing process and those being tested.	Medium	<ul style="list-style-type: none"> Testing arrangements for staff should be organised in accordance with the following guidance documents, including site set-up, PPE requirements, waste disposal and cleaning arrangements: <ul style="list-style-type: none"> NHS Test and Trace 'Schools and Colleges Handbook' - COVID-19 National Testing Programme. Department of Health and Social Care- Clinical Standard Operating Procedure for Mass Testing with Lateral Flow Antigen Testing Devices. <p>See separate risk assessment for lateral flow device (LFD) testing at Lemington Riverside available at: https://www.lemingtonriverside.newcastle.sch.uk/website/whole-school_risk_assessment/504161</p> <p>All regular visitors (e.g. sports coaches/Kalmer Counsellors) are taking part in the LFD testing programme and report results to the HT and Public Health on the days they attend the school.</p>	Low
Contraction of the infection by those with pre-existing health conditions or other conditions likely to significantly increase the risk of serious illness.	Individuals identified as being clinically extremely vulnerable or clinically vulnerable	High	<ul style="list-style-type: none"> Any persons classed as being clinically extremely vulnerable from COVID-19 should follow current tier guidance, shielding when in tier 5 National Lockdown or when required by national guidance. Those living in a household with someone who is clinically extremely vulnerable when shielding requirements apply, can continue to attend work, but should homework where possible. Any person who is classed as clinically vulnerable (https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk/whos-at-higher-risk-from- 	Low

	e		coronavirus/ are at moderate risk and should be especially careful to follow the rules and minimise contact with others, continuing to wash hands carefully and more frequently than usual and maintain thorough cleaning of frequently touched areas in the home and/or workspace. Any specific medical advice provided to individuals to supplement generic guidance should be followed. When in tier 5 National Lockdown, clinically vulnerable persons should work from home, where this is possible. Where homeworking isn't possible, arrangements for these staff should be reviewed to ensure precautions for maintaining social distancing and minimising/managing any shared equipment are as robust as practical.	
Traveling to and from school. Possible risk of infection from <ul style="list-style-type: none"> • Use of public transport • Walking with friends 	Pupils	Medium	Staff can: <ul style="list-style-type: none"> • Advise/remind pupils about social distancing and the importance of hygiene. • Advise parents/carers of good practice via web page, school social media and letters home • Encourage pupils to walk or cycle rather than use public transport on shorter journeys. This should be a health choice rather than a scare tactic. • Advise parents about the need for face coverings when using dedicated school transport and public transport and the exemption criteria. 	Low

Infection being brought on site by persons entering the building	All building users	Medium	<ul style="list-style-type: none"> • All staff and regular visitors to the school issued with LFD testing kits as per Department for Health and Social Care/Department for Education Guidance from 25/01/2021. Staff to report results to the Covid Coordinator in school (Craig Heeley) and also via NHS Test and Trace by calling 119 or https://www.gov.uk/report-covid19-result • Sanitisation stations with appropriate signage set up at all entrances. • People who are not regular visitors, will be asked if they or their household members have had Covid-19 symptoms in the previous 10 days and if they have, will not be permitted entry to the school. All visitors will be handed a 'Covid-Safety' leaflet upon arrival. • All persons are to wash hands for a minimum of 20seconds using soap and water. This should be done as soon as possible after entering the building. • Screening and barrier systems set up in the Reception area. • No visitors to be admitted beyond the Reception area without the prior authorisation of the Head teacher or, in his absence, the Deputy/Assistant Head Teacher's. • All persons over the age of 12 to wear a face covering or visor during the duration of their visit (unless medically exempt) and ensure they keep a 2m distance from other whenever possible. Face coverings should be worn in all indoor and outdoor areas on the school premises. • Repairs/Maintenance are to be conducted outside 	Low
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			<p>of pupil hours wherever possible.</p> <ul style="list-style-type: none"> • Contractors and essential visitors who must enter the school during opening hours should be asked to wear a face covering. • Deliveries are to be left in the Main Reception area by delivery drivers. Delivery drivers should not enter the building beyond the Main Reception area. • Deliveries are not to be signed for. • Kitchen deliveries (including Magic Breakfast deliveries) to be delivered directly to the Kitchen entrance. 	
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			<ul style="list-style-type: none"> Gloves should be employed when handling deliveries, packaging disposed of and hands washed immediately after the activity. (A supply of PPE, including medical gloves is always available from the Head Teacher's Office). Pupils are to use equipment provided by the School rather than bringing personal equipment on site 	
<p>General: Risk of viral cross contamination.</p> <p>(Spread of virus due to airborne particles and residues of bodily fluids on surfaces).</p>	All building users	Medium	<ul style="list-style-type: none"> All staff and regular visitors to the school issued with LFD testing kits as per Department for Health and Social Care/Department for Education Guidance from 25/01/2021. Staff to report results to the Covid Coordinator in school (Craig Heeley) and also via NHS Test and Trace by calling 119 or https://www.gov.uk/report-covid19-result All building users are to wash hands once in the building, frequently throughout the day, especially before eating, and again before leaving the building. Appropriate signage to be visible in wash and key areas. Taps which do not turn off automatically should be turned off using a tissue or paper towel. Use of 'Inventory' signing in system to be used by visitors after using the sanitizer station and then using a paper towel. Screen to be wiped down with anti-bacterial wipe during caretaker 'touch point' cleaning. Staff to use the electronic bar code on their staff ID card to sign in to the Inventory system. Staff should wear face coverings or visors when moving around the school site & in communal areas at all times (unless medically exempt). Face coverings/visors can be removed when eating/drinking or when the staff member is in their base room. Staff should keep a 2m distance 	Low

			<p>between themselves and other adults wherever possible.</p> <ul style="list-style-type: none"> • Pupil entrances used to be dictated by pupil numbers. EYFS children to enter via the EYFS garden. KS1 and KS2 children to enter via the Main Entrance, following the one-way system in a fifteen minute drop-off slot to avoid congestion. All entrances should have a staff presence during pupil entry and children's hands should be sanitized as they enter. • On entering the building pupils should go directly to the teaching area, after washing their hands, rather than congregating in corridors/cloakrooms. All bags/coats to be stored at pupil work station, not in cloakrooms. • Pupils on cycles should store cycles at least two metres apart. • Fire drills in schools should continue to be carried out on a termly basis. Those evacuating should not be concerned with strict adherence to social distancing rules, the important thing is to evacuate safely as quickly as possible. When assembling outside following an alarm, social distancing should be observed as far as possible between adults and bubble groups. Hands should be washed/sanitized on the return to the building following the drill. 	
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			<ul style="list-style-type: none"> • Pupils to be briefed daily about social distancing and the importance of hand washing. • Soap and paper towels to be available next to all sinks. Alcohol hand sanitizers to be made available in all teaching areas where washing facilities are not available. • Sanitisation stations to be set up, with appropriate signage, at entry points to the building, dining areas and other recreation areas. • Signage to be displayed around the building advising of hand cleaning procedures and correct hand washing techniques. Signage to be updated and rotated frequently to avoid complacency. • The main school office has a capacity of 3 adults at any one time. The staff well-being and refreshment space has a capacity of 2 adults at any one time. • Anti-bacterial wipes will be available in the school office and should be used to wipe down touch surfaces on photocopiers/printers before use. They should also be used to wipe down guillotines and other communal equipment that is touched before use. (A supply of anti-bacterial wipes is always available from the Head Teacher's office). • Staff can take breaks within their own personal work space. Staff are permitted to take breaks with other members of staff, but must maintain a 2m distance. Staff must keep crockery, cups and cutlery with them in their personal workspace – they must not be left in communal areas/next to sinks. Paper towels should be used as opposed to shared tea towels to dry such items. 	
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			<ul style="list-style-type: none"> • Staff meetings will take place on Zoom or Microsoft Teams until further notice. Any staff sharing a room to watch a staff meeting must ensure they are sat 2 metres apart at all times, should wear a face covering and should ensure windows are open. • Hand contact surfaces in staff rooms e.g. kettles, microwave, fridge door handles to be sanitised after use. • Staff should avoid sharing workstations. Where this isn't possible staff must thoroughly clean the workstation before and after use e.g. keyboard, mouse, desk, phone, chair arms etc. • Internal doors should remain open wherever possible to avoid the use of push plates and door handles. • Classroom doors to remain open, this will also assist with ventilation. • Frequently touched surfaces to be sanitised periodically with a suitable cleaner such as Clinell Universal Wipes, Clinell Universal Spray, Vita Anti-Viral Wet Wipes, or other suitable product as available. (Computer keyboards, remote controls photocopiers, etc.) Caretaker to conduct touch point cleaning and toilet checks at 10:15am daily. • When carrying out close contact personal care with a pupil e.g. changing nappies, then the following personal protective equipment must be worn:- 	
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			<ul style="list-style-type: none"> • Disposable Gloves • Plastic Apron • Disposable Fluid resistant face mask • Visor (for potential splashes) <p>This is in order to give an added layer of protection against possible splashes or respiratory droplets generated during a period of close contact, whilst carrying out personal care duties.</p> <p>Always carry out hand hygiene before putting on PPE (wash hands thoroughly with soap and water for 20 seconds) and after removal of PPE.</p>	
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			<ul style="list-style-type: none"> • Where computer headphones are to be used, the set should be specific to the user and not shared. A user's equipment should be labeled for easy identification • Multiple boxes of tissues to be made available in all areas to limit potential pupil movement. • Additional waste bins to be made available in teaching areas so as to reduce the necessity of pupils to move around the teaching area. Pedal bins with lids to be considered. • Staff to advise Admin team when additional tissues/sanitising products are required via Reception. • Pupils are to wash hands/sanitise when entering the building, entering the classroom, before break, after break and before lunch. • When in the classroom, all pupils are to have a dedicated workstation and their own equipment. (Pens, pencils etc.). If using School equipment, this should be retained by the pupil and not put back into the general stock. Equipment to be labelled to identify pupil packs. • Sanitisation wipes to be available for pupil /staff keyboard cleaning. Wipes should be safe to use on hands. 	
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			<ul style="list-style-type: none"> Classroom windows to be partially open to allow natural ventilation. Ventilation systems which recirculate internal air are to be turned off. <p>Social distancing and grouping of pupils</p> <p>Social contact should be minimized wherever possible. Varying methods should be considered and adopted dependent on the age/ability of the pupils to socially distance, e.g. where 2 m cannot be adhered to – reduced class sizes into smaller groups or bubbles, (see bullets below)</p> <ul style="list-style-type: none"> Where possible maintain distinct groups or ‘bubbles’ that do not mix. Schools should assess their circumstances and if class-sized groups are not compatible with offering a full range of subjects or managing the practical logistics within and around school, they can look to implement year group sized ‘bubbles’. Small adaptations to the classroom to support distancing will be made where possible. That should include seating pupils’ side by side and facing forwards, rather than face to face or side on, and might include moving unnecessary furniture out of classrooms to make more space. Staggered lunch/break will be implemented for the bubble groups so as to maintain social distancing. Pupils becoming ill to be held in the designated isolation area whilst arrangements for collection are being made with the Parent/Carer. Isolation areas should have minimal furnishings and natural ventilation. Soft 	
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			<p>furnishings should not be employed in these areas.</p> <ul style="list-style-type: none"> • Any waste generated in an isolation area from pupils with flu-like symptoms to be double bagged, labeled with the pupil's name and stored for 72 hours before disposing in normal waste. • No visitors allowed into the building unless their presence is essential to the operation of the site or they have been approved by the Head teacher. • Stocks of essential cleaning and sanitising items to be regularly monitored and replenished when required (Toilet rolls, soap, sanitisers, etc.). • Seating plans for all learning spaces (classrooms), the ICT suite and the dining room should be displayed in each room and adhered to. Copies should be given to the Head Teacher and if updated, revised copies should be handed to the Head Teacher so that close contacts can always be quickly identified in the case of a positive test. 	
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			<ul style="list-style-type: none"> • Wipes to be available to allow staff to clean mobile phones at the end of their shift (available in the main school office). • Staff using the staff car park should allow a 2m space in between vehicles. • PPE to be made available for staff if requested. PPE (including visors, face coverings, anti-bacterial wipes, medical gloves and medical aprons) are always available upon request from the Head Teacher's office. <p>N.B. The DfE Guidance 'Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE)' details the general PPE requirements for educational settings.</p>	
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Dining Hall: Risk of viral cross contamination	All building users	Medium	<ul style="list-style-type: none"> • Sanitisation stations to be set up for lunch period with appropriate signage. Hygiene to be encouraged by duty staff. • Touch points should be cleaned after each bubble has finished using them • Cutlery at lunch to be set up by staff wearing food compliant gloves, for collection by pupils. This is to deter pupils from putting hands in the cutlery trays. • Tables to be positioned so as to provide a large central aisle. This will allow pupils to access the seating area without disturbing pupils already seated. • Pupils to be directed by duty staff to their seating area. Lunches to be delivered to tables by staff wearing disposable gloves (with bubbles maintained at any grouped seating). • Maximum occupancy of dining hall to be assessed. • Lunches to be staggered to avoid pupil numbers exceeding maximum occupancy. Seating and benching should be cleaned at the end of each sitting. 	Low
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			<ul style="list-style-type: none"> • Pupil dismissal from the dining hall should be staggered to avoid congestion in the exit. 	
Physical activities: Risk of viral cross contamination	Pupils	Medium	<ul style="list-style-type: none"> • Pupils should be kept in consistent groups. • Sports equipment must be thoroughly cleaned between each use by different individual groups, paying scrupulous attention to cleaning and hygiene. • All contact sports should be avoided. • Outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils. • External facilities can also be used in line with government guidance for the use of, and travel to and from, those facilities. 	Low
Music: Risk of viral cross contamination	Pupils	Medium	<ul style="list-style-type: none"> • There may be an additional risk of infection in environments where singing, chanting, playing wind or brass instruments or shouting may occur. This applies even if individuals are at a distance. Additional controls should include: - • Limiting classes to small groups, particularly when pupils are playing instruments or singing, maintain physical distancing and playing outside wherever possible. • Group sizes should be limited to no more than 15, positioning pupils back-to-back or side-to-side, • Sharing of instruments should be avoided and ensuring good ventilation. 	Low

			<ul style="list-style-type: none"> Singing, wind and brass playing should not take place in larger groups such as school choirs and ensembles, or school assemblies 	
Toilets: Risk of viral cross contamination.	Pupils	Medium	<ul style="list-style-type: none"> Periodic cleaning of toilets and associated sinks/taps to take place at designated times during the day. Appropriate markings/signage should be displayed outside of the toilet area so that social distancing can be maintained if queuing becomes necessary. 	Low
Classroom: Risk of viral cross contamination	Staff and pupils	Medium	<ul style="list-style-type: none"> Maximum occupancy of a room is to be calculated as an amendment to the rooms existing risk assessment. The member of staff should be included in the calculation Sanitisation facilities and tissues are to be available in all areas. Pupils should remain in the same room for all lessons. Pupils are to have their designated seat for all lessons. Seating arrangements will take into account social distancing guidelines. Desks will be positioned prior to pupil entry and in a manner which faces all pupils forward. Unused seats to be removed from the teaching area to allow more effective cleaning and to avoid any possible confusion as to where to sit. 	Low

			<ul style="list-style-type: none"> • Soft furnishings such as cloth chairs and bean bags to be removed. • Where rooms have desks designed to sit two pupils, so as to maintain social distancing, the side of the desk not to be used should be identified with a suitable tape or signage • Pupils are to remain seated and to be discouraged from 'wandering' in the classroom. • Additional classroom bins to be provided. • A 'clear desk policy' should be adopted for staff desks • Staff should be provided with teaching resources which they can take from room to room, rather than use equipment dedicated to the teaching area. (White board pens equipment, general stationery etc.) • Staff PPE to be available upon request from the Head Teacher. • Staff and pupils to have their own frequently used items such as pens/pencils. • Classroom based resources can be shared and used within the same bubble. Where practical these resources should be regularly cleaned. • Classroom based resources such as books can be taken home where necessary for learning. These resources should be cleaned if practical or left for 48 hours after being returned to use. • Where equipment/materials such as art, science, food technology, sports etc., need to be shared they should be cleaned thoroughly between different bubbles or left for 48 hours where this isn't practical. • Marking should take place electronically where practical. Pupil work completed on paper should be 	
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			left for 48 hours before being physically marked.	
Educational visits	Staff and pupils	High	<ul style="list-style-type: none"> Educational visits abroad or overnight and day visits in the UK are currently suspended until further notice. 	Low
Measures for arriving at and leaving school	Pupils	High	<ul style="list-style-type: none"> During full school opening: A half an hour drop off slot has been introduced (between 08:45 and 09:15) with pupils entering via different entrances to avoid morning congestion. At home time, all classes are dismissed from pick-up points across the school site, allowing for social distancing. Communication around any changes to arrangements is provided to parents via the school website, school social media pages and appropriate external signage in the school grounds. 	
Pupil dismissal		Medium	<ul style="list-style-type: none"> Pupil dismissal will be from specific points as communicated by parents to allow for social distancing measures across the school (as described above). Parent/carers collecting who are collecting pupils should be deterred from congregating at reception/gate areas. Signage to be displayed at all entrances regarding face coverings and social distancing. 	Low

Building contamination following pupil occupancy: Preparing for the following day	All building users	Medium	<ul style="list-style-type: none"> • Provision of tissue and sanitisation supplies to be checked and restocked as required. • Bins to be emptied • Cleaning to give special consideration to hard surfaces such as tabletops, push plates, door handles, light switches and banisters etc. • Regular cleaning of hand contact surfaces to be in place during the day. 	Low
Shortages of essential supplies due to mass buying	All building users	Medium	<ul style="list-style-type: none"> • Purchase orders for replacement items to be placed earlier than normal to allow for delayed deliveries. 	Low
The use of small rooms and confined spaces	All building users	Medium	<ul style="list-style-type: none"> • The use of smaller rooms should be restricted to those in the same bubble and ventilated where practical and weather permits. • Office spaces should not have desks positioned so that users face each other. Where this is unavoidable screening should be put in place. 	Low
Administration of first aid	First aid staff Injured or ill parties	Medium	<ul style="list-style-type: none"> • Only qualified staff are to administer first aid • First aid staff should wash hands prior to and after administering first aid. • Where social distancing cannot be maintained the use of PPE should be employed. Available PPE: <ul style="list-style-type: none"> ◦ Disposable gloves ◦ Aprons ◦ Face mask ◦ Goggles/Face shields where there is a risk of being splashed in the face by bodily fluids • Any waste generated, including disposable PPE, whilst administering first aid should be double bagged and binned. 	Low

			<ul style="list-style-type: none"> • Non disposable PPE should be specific to the user. Equipment will be identified with the person's name using a permanent marker and should be cleaned appropriately using sanitising wipes prior to storage, following each use. • First aid box stocks to be maintained. 	
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Administration of medication	First Aiders Individual pupils	Medium	<ul style="list-style-type: none"> To be administered in line with the 'First Aid' and 'Supporting Children with Medical Needs' policies that are available on the school website. 	
Challenging behaviour	All building users	Medium	<ul style="list-style-type: none"> Known traits and considerations to be identified in pupil specific risk assessments. Where physical restraint /occurred or has been unavoidable, all parties should wash thoroughly after the event. Behaviour policy to amended. 	Low
Cross contamination of pupil teaching groups.	All building users	Medium	<ul style="list-style-type: none"> Pupil groups to be taught in 'bubbles'. Designated areas and staff to be located to each bubble to lower the risk of possible cross infection. Staff and pupils from different 'bubbles' should not interact with each other wherever possible. 	Low
Confirmed or potential case of Covid-19 on site	All building users	High	<p>Contain any outbreak by following local health protection team advice as outlined in the 'Covid Control Plan' poster. This is:-</p> <p>Possible case of COVID-19:-</p> <p>If a child/pupil or staff member develops symptoms they should go home/be collected and follow NHS guidance on self-isolation and accessing testing. They should be isolated while awaiting collection. PPE should be worn by staff caring for a symptomatic child.</p> <p>Inform COVID Control Team at NCC by completing the online form at bit.ly/3fr/Siue (type this into internet browser, link is case sensitive).</p>	Low

			<p>Inform Public Health England's local health protection team if they have not already contacted you. Call 0300 303 8596 and choose option 1 from the menu.</p> <p>Confirmed case of COVID-19:-</p> <p>If a child or staff member tests positive, they and everyone in their household should self-isolate, as well as contacts traced.</p> <p>Close contacts (or the bubble where close contacts can't be distinguished) of the confirmed case should undergo 7 day serial Lateral Flow Testing (FLT) where available and where consent has been given. In cases where FLT isn't available or where consent hasn't been given close contacts must self-isolate for 10 days. Their wider households don't need to isolate unless symptoms develop. Follow PHE advice regarding the isolation requirements for close contacts and other relevant persons.</p> <p>Deep clean all areas used by the symptomatic individual. Areas should be locked and taken out of use until this is completed.</p>	
High levels of pupil anxiety	Pupils Parent Carers		<ul style="list-style-type: none"> • Pupils to be made aware in advance that school will not be operating under its normal format. • Concerns to be raised with pastoral staff so that support can be provided. • Staff should be mindful when using PPE that their appearance may make pupils feel uneasy. • Vulnerable pupils who are at a higher risk to be identified and given special consideration. It may be in the pupil's best interest to attend face to face catch up rather than group lessons. • Bereavement counselling to be provided on a bespoke basis. 	

			<ul style="list-style-type: none"> During periods of partial school opening and remote learning, children can still be referred to mental health support services via the school such as CYPS and the RISE Mental Health Project. 	
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High levels of staff anxiety	Staff		<ul style="list-style-type: none"> • Staff to advise SLT of any concerns they may have. All concerns will be dealt with on a confidential basis. • Vulnerable staff who are at a higher risk to be identified and given special consideration. • Staff to be made aware of support networks available to them by SLT. • Bereavement counseling to be provided on a bespoke basis. 	
Fire hazard resulting from ethanol-based hand sanitiser on site.	All building users	Low	<ul style="list-style-type: none"> • Stock to be stored in a metal locker in an area with restricted access. The locker should be labeled to advise of potential fire risk. Area should be kept cool and ventilated. • Dispensers in classrooms to be stored away from heat sources, sources of ignition and out of direct sunlight. • All staff to be advised of potential fire risk and precautionary measures. • Classroom dispensers to be managed by the teacher in charge. 	Low

Review date: 25th February 2021

Reviewed by: Craig Heeley (Head Teacher)