

**Bishop Chadwick Catholic Education Trust**

**St. Anthony's Girls' Catholic Academy Sunderland**

**Infection Control COVID-19 General Risk Assessment Form – VERSION iv 17.07.2020.**

**All schools are advised to note the issues and suggested control measures in this document and then add detail specific to their school.**

<b>Risk assessment carried out by</b> <i>Mrs. Monica Shepherd /Mrs F Collins/ Mrs S Ward</i>	<b>Job titles:</b> <i>Headteacher /Senior Assistant Headteacher/ Leadership team member</i>	<b>Date of initial assessment: 05.20</b> <b>Date of most recent assessment:</b> 17.07.20
<b>Review interval</b> <i>Fortnightly in the first instance then monthly.</i>	<b>Date full reviews are carried out :</b> <i>17.06.20 (ii) 07.07.20 (iii) 15.07.20 (iv) 17.07.20 (v) and 15.09.20 (v) and monthly thereafter</i>	

<b>Staff covered by this assessment :</b> all staff and pupils accessing the school site/building.	<b>Activities involved:</b> all classroom based teaching and Learning following a full curriculum for all students with some “outdoor time” in a defined physically distanced “bubble” outdoor area.
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<b>RISK RATING</b>		<b>Likelihood</b>		
		<b>Probable</b> Occurs repeatedly, to be expected or could affect large number of people	<b>Possible</b> Could occur sometime or effect a few people	<b>Remote</b> Unlikely to occur or not many people to be affected
<b>Impact</b>	<b>Major</b> Major injury, permanent disability or ill-health	High	High	Medium
	<b>Severe</b> Injury requiring medical treatment	High	Medium	Low

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<b>Minor</b> First aid treatment	Medium	Low	Low
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The school has been closed to all pupils (until 15<sup>th</sup> June 2020) with the exception of the children of keyworkers, pupils who have an EHCP and those deemed vulnerable through having support through Children’s Services as outlined in the guidance from the Department for Education (DfE) and Public Health England (PHE). -[Critical Workers who can access schools occupational settings-Updated on the 5<sup>th</sup> May 2020.](#)

From the week commencing 1 June the school will welcome back Year 10 and 12 pupils for face to face educational support, alongside priority groups as identified by the [DfE Guidance Coronavirus \(COVID-19\) Implementing protective measures in education and childcare settings](#)-11<sup>th</sup> May 2020.

The school is also following the DfE guidance : [Actions for schools during the coronavirus outbreak - 28<sup>th</sup> April 2020.](#)

From 1st September 2020 the school will re-open to all pupils. This risk assessment has been updated accordingly at each point:

**Stage 1** – covid19 March 23<sup>rd</sup> -June 15<sup>th</sup>

**Stage 2** – covid-19 June 15<sup>th</sup> – September 1<sup>st</sup>

**Stage 2** – covid-19 September 1<sup>st</sup> onwards.

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The school have adopted the guidance provided in the DfE and PHE [Coronavirus \(COVID-19\) guidance for educational settings](#) -Updated 7<sup>th</sup> April 2020.

The school have staff and pupils who have been identified as clinically extremely vulnerable and are following the guidance from the DfE and PHE; [Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19](#). -Updated on the 5<sup>th</sup> May 2020. Where need identified individual risk assessments have been completed for identified staff members. These staff return to work on August 1<sup>st</sup>. Risk assessments have been undertaken for any staff member in the “red” category prior to August 1<sup>st</sup> or any staff member living in the same household as anyone in the “red” category.

The school have also identified staff and pupils that are clinically vulnerable and are following the guidance from the Cabinet Office; [Staying at home and away from others \(social distancing\)](#) (Point 6), updated on the 1<sup>st</sup> May 2020.

The school has maintained a register of all clinically extremely vulnerable and clinically vulnerable staff and pupils and regular contact is undertaken to check on their wellbeing.

Staff, Parents and Carers who are in school are regularly reminded to stay at home if they are experiencing signs of illness out lined in the [guidance from the NHS](#). The school are maintaining a register of all vulnerable staff and pupils and regular contact is undertaken.

Where need is identified for relevant pupils the school are following the DfE - Updated the 7<sup>th</sup> May 2020. Risk assessments have been undertaken for all children with special educational needs and disabilities by the SENDCo.

The school is all following all further DfE and PH guidance including:

[COVID-19:Cleaning of non-healthcare settings](#)

[www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control/covid-19-personal-protective-equipment-ppe](http://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control/covid-19-personal-protective-equipment-ppe)

[Opening schools for more children and young people :initial planning framework for schools in England](#)

[www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control](http://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control) updated June 18<sup>th</sup> 2020

[Guidance for Conducting a SEND risk assessment during the coronavirus outbreak](#)

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

Please also see the full academy, “September Plan” 15.07.20 for detail of all the measures in place to mitigate disease transmission.

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Staff, parents/carers have been advised that professional dress (staff) and uniform (pupils/students) is to be worn to school from September 2020.

Parents/carers are reminded of the latest guidance from the NHS/PHE and the DfE on a regular basis via the school communication links. Latest communication w/b 13.07.2020 via website, twitter, "school comms" etc.

PHE have a dedicated helpline number for education and children's social care related queries for anyone working in early years through to universities, plus parents- 0800 046 8687 – 8am to 6pm (Monday to Friday) or 10am to 4pm (Saturday to Sunday)

Durham County Council are working with partner agencies and following national guidance.

For further advice and support contact the Children & Young People's/Adult & Health Services, Health and Safety Team - [hsteam@durham.gov.uk](mailto:hsteam@durham.gov.uk) and

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Limiting the Spread of Coronavirus (COVID-19) to the school community.	L	Staff working with children arrive on site prior to the start of the school day.	Students and Staff displaying symptoms will <b>not be</b> permitted into school until <u>7/14 day isolation completed or test is carried out and results received..</u>	L	<b>Parents/ carers and staff- ongoing - ML and FC – ongoing.</b>  <b>Head teacher on-going. JL to issue letter(s) – ongoing.</b>  <b>All staff working with HT- on-going.</b>  <b>Head teacher in place – weekly link</b>
	L	Registers are taken each day of students present by form tutor (Y7 and 11) or subject teacher period 1 (other Year groups) to monitor all students on site.	Parents/carers and staff advised to report to SLT any symptoms of COVID 19 within their household.	L	
	M	(Some concerns that a small minority of parents may not fully understand government guidance).	Head teacher to remind parents/carers and staff via letter etc. that where pupil or a member of their household displays symptoms of the coronavirus, they are to follow the <u>Guidance for households with possible coronavirus infection.</u>	L	
	L	Staff working in other services report to the relevant line manager.	Pastoral staff to undertake simple reminders for parents who have a limited grasp of gov. guidance.	L	
		Parents will not be permitted into the school building. Reception is closed to visitors. Parents have been reminded of this in information given prior to summer break.	The Governing body of the school are to be informed of staff members and Parent/Carers summary concerns.		

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					<b>with Chair re. staff concerns.</b>
<b>Staff and students not attending school.</b>	<p><b>L</b></p> <p><b>M</b></p>	<p><i>Registers are maintained each day for pupils that are knowingly attending the school.</i></p> <p><i>Any absences will be investigated by the pastoral/ student support teams and parents contacted.</i></p> <p><i>Staff are expected to attend school in line with usual working hours and government guidance. Measures have been put in place to minimise movement and maintain social distancing.</i></p>	<p><i>Parents/carers and staff to be advised to follow the usual school procedures for sickness absence.</i></p> <p><i>Where pupils/staff are absent and the school do not receive a phone call from parents/ carers or staff members, the school will contact them to ascertain the reasons for their absence. Any suspected cases of Covid-19 to be discussed with local health protection team.</i></p>	<p><b>L</b></p> <p><b>L</b></p>	<p><b>Parents/ carers and staff – ML and FC (students and all SLT staff) – ongoing.</b></p>

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	L	<i>All staff have been issued new government guidelines surrounding attendance and any issues have been referred to SLT.</i>	<i>Where need is identified staff/families advised to follow <u>guidance from the NHS</u></i>		
	M	<i>Clear and consistent expectations around attendance communicated to families: pupils who are reluctant or anxious or who have not engaged have been identified and supported by pastoral team.</i>	<i>Continue to work closely with other professional agencies to support all students to return to school including social worker (if applicable) and support anxious families.  Mentoring and tutoring support in place where needed.</i>	L	

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Transport to school.	M - L	<i>Requests have been made to City of Sunderland LA by the trust CEO to liaise with transport providers to ensure social distancing takes place on transport vehicles, bus stops etc.</i>	<i>Students and parents/carers will be made aware of the advice regarding travelling to school (appendix 1).</i>	L	<b>Head teacher-letter to parents. Prejoining and induction instructions to students w/b 13.07.2020.</b>
	L	<i>Students will be advised to follow government advice regarding avoiding public transport and using face coverings and physical distancing if they do take public transport. Students have been encouraged to walk for all their journey (if possible) or part of their journey or to cycle).</i>	<i>Daily verbal reminders. We are able to advise but not control activity beyond the school gate. The vast majority of our students arrive and depart via Park Lane bus and metro terminal. This continues to be a concern.</i>	L	<b>As above.</b>
	L	<i>Students will be supervised by staff members at the usual drop off/pick up point at the entrance to the academy, for students travelling by car, on Thornhill Terrace.</i>  <i>Parents have been advised not to drop off and collect students directly outside of school (Head Teacher to investigate the temporary closing of the street)</i>	<i>Students travelling by car will have low risk. Students walking to school will have low risk until they meet friends and if they then ignore advice than this could be an issue.</i>  <i>Reminder to parents and students about protocols and safety around drop off and pick up. Community police to be asked to attend to support staff on duty.</i>	L	<b>As above.</b>

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<b>Student or staff member living with a clinically vulnerable person.</b>	<b>L</b>	<i>If a pupil or staff member lives with someone who is clinically vulnerable (but not clinically extremely vulnerable), including those who are pregnant, the DfE have advised that they</i>	<i>Ensure that hygiene and social distancing measures are in place where possible. Discuss any concerns with form tutor/ line manager.</i>	<b>L</b>	<b>SLT – ongoing.</b>
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<b>Hazards / issue</b>	<b>Risk rating H/M/L (before)</b>	<b>Controls already in place</b>	<b>Further Action required</b>	<b>Risk Rating H/M/L (after)</b>	<b>By Whom &amp; When</b>
		<i>can attend the school.</i>			
<b>Student/staff member living in a household with someone who is extremely clinically vulnerable.</b>	<b>M-L</b>	<p><i>If a pupil or staff member is living with someone who is extremely clinically vulnerable or is clinically vulnerable, it is advised by the DfE that they should return to their setting.</i></p> <p><i>When a student or staff member is unable to attend the setting because they are complying with clinical or public health advice the school will offer access to immediate remote education and monitor engagement (this absence will not be penalised). Staff in this position will be given tasks to complete from home where appropriate</i></p> <p><i>Staff to be familiar with the government guidance regarding extremely clinically vulnerable and vulnerable.</i></p>	<p><i>All staff to be contacted by SLT and support offered as requested to facilitate return to work for staff who are anxious or who have been shielding.</i></p> <p><i>Students will be supported to learn at home.</i></p> <p><i>Staff need to be familiar with the clinically vulnerable and vulnerable categories.</i></p>	<p><b>L</b></p> <p><b>L</b></p> <p><b>L</b></p>	<p><b>SLT-on-going.</b></p> <p><b>Staff RA (all staff coded red, amber, green) – based on medical info. shared by colleagues.</b></p> <p><b>All staff – available on DfE website.</b></p>

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<p><b>Entrance to the school site and buildings.</b></p>	<p><b>M</b></p>	<p><i>Access to the school site to be controlled, several entrance gates are used to allow students access to the school site.</i></p> <p><i>Westburn gate to be used for students in Year 7, 8 9 with staggered start times between 8.30-9.00 am.</i></p> <p><i>Main Gate to be used for Y10,11 and Sixth Form with staggered start times (8.30-9.00am).</i></p> <p><i>Parents advised via school communication links that only one parent/carer is permitted to</i></p>	<p><i>Staff present at the start and end of each day to ensure smooth entrance and exit to the buildings and site and to ensure that students do not congregate at the school gates.</i></p> <p><i>Students and parents/carers reminded prior to the first day of their return to ensure social distancing when on the school site. Students, parents/carers to be continually reminded via school communication links to maintain social distancing when entering the school site.</i></p>	<p><b>L</b></p>	<p><b>Headteacher, SLT and staff - on going.</b></p> <p><b>SLT and staff – on-going.</b></p>
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		<p><i>drop off/pick up their child.</i></p> <p><i>Pupils, parents/carers advised to maintain social distancing when approaching the school site.</i></p> <p><i>The start of the school day has been staggered to allow controlled access into the school building by students.</i></p> <p><i>Parents not permitted to enter the school building unless there is an emergency.</i></p> <p><i>Students are supervised at the identified entrances for their year group class by staff members.</i></p> <p><i>Students and staff to wash their hands at the start of the school day. Students that may need support to wash their hands are supported by a member of staff.</i></p> <p><i>Staff and students presenting with symptoms at the start of the school day are isolated in the isolation room and next of kin/parents contacted.</i></p>	<p><i>Staggered start times have been introduced to deal with the number of students accessing the school. Start times communicated to parents via school communication links and updates provided if need is identified.</i></p> <p><i>School entrances and site secured at the start of the school day.</i></p> <p><i>Staff and students will be informed to only bring essential items needed for that day in a washable canvas tote bag.</i></p> <p><i>Gate duty rota of Senior Staff to ensure safe exit from site.</i></p>	L	<p><b>All staff – ongoing.</b></p> <p><b>In place with relevant PPE ongoing.</b></p>
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Maintaining infection control /hygiene standards within the school building and school site.	<b>H</b>	<i>Guidance followed for the cleaning of non- health care settings.</i>	<i>Cleaning regime in place for the whole school with external training and advice from a not-for-profit cleaning company employed by NHS trusts for hospital cleaning – NTH have been employed.</i>	<b>M</b>	All staff - ongoing.  Clear information to students and parents in writing as well as verbal reminders – HT - on-going.
	<b>M</b>	<i>Staff, parents and students advised to ensure that clothing is washed as often as possible.</i>	<i>Government advise is that uniform (as of September 1<sup>st</sup>) does not need to be washed any more frequently than usual at this stage in the pandemic.</i>	<b>L</b>	

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	<b>H</b>	<p><i>Hand sanitiser to be made available to staff and pupils outside of classrooms.</i></p> <p><i>Students are supervised throughout the school day to wash their hands for 20 seconds by staff members.</i></p> <p><i>Staff <u>follow the guidance provided</u> Handwashing <u>posters</u> located in pupil and staff toilet areas and in the corridor areas. Students and staff follow the ‘Catch it, Bin it, Kill it’, guidance and avoid touching their faces, noses etc. practice followed whilst at school.</i></p> <p><i>Students and staff advised to cough and sneeze into their elbow and away from the direction of other pupils and staff.</i></p> <p><i>Staff and students are directed to wash their hands before and after eating and following coughing and sneezing and where any additional need is identified.</i></p> <p><i>Students and staff ensure that they thoroughly dry their hands.</i></p> <p><i>Infection Control Risk assessment in place to manage other biological hazards within the school community.</i></p> <p><i>Cleaning products readily available in the immediate area of the classroom/toilet areas for spot cleaning.</i></p>	<p><i>A member of the cleaning team to be present during the school day to carry out spot cleaning, refresh of items and removal of waste from the school site, where need identified. Cleaning checklist to be put in place for the school using advice from trust external advisors working with senior staff and cleaning team. Staff to take responsibility for their own personal hygiene throughout the school day.</i></p> <p><i>Tissues to be made available on each classroom. Students taught to follow the guidance ‘Catch it, Bin it, Kill it’, and avoid touching their faces, noses etc. whilst at school.</i></p> <p><i>Consideration given to ensure that hands are dried thoroughly.</i></p> <p><i>Waste bins to be emptied throughout the school day and waste placed in the external bin store.</i></p> <p><i>The premises/technical staff (DC and PH) and Cleaning Lead (KVG) to raise any stock level concerns with SLT in relation to equipment/chemicals etc. Students to eat their lunches in their designated areas within their Year group bubble.</i></p>	<b>M</b>	<p><b>SLT, PH/DC and KVG – on-going.</b></p> <p><b>SLT and all colleagues – on-going</b></p> <p><b>In place.</b></p> <p><b>Written advice to parents and children and regular reminders HT- on-going.</b></p> <p><b>Hand washing instructions visible and verbal reminders. Paper towels are available – KVG, PH/DC.</b></p>
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		<p><i>Pupils encouraged throughout the school day to socially distance themselves from staff and other pupils wherever possible.</i></p> <p><i>Hard surfaces and key touch point areas, such as doors, door furniture, light switches and handrails are disinfected rather than</i></p>	<p><i>All bins emptied at the end of each school day and contents placed in the external bin store.</i></p>		<p><b>All staff – ongoing.</b></p> <p><b>PH/DC – daily.</b></p>
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		<p><i>simply cleaned on a frequent basis. Communal fridge doors, kettles, toasters and microwave doors, basins etc and water cooler handles must be included in the daily routine. cleaning carried out by identified day cleaning staff.</i></p> <p><i>Toilet and hand washing facilities are adequately stocked with soap, toilet rolls etc. and that the waste bins are emptied each day and taken out to the external bins.</i></p> <p><i>Cleaning regime is in place at the end of the school day.</i></p> <p><i>Where available windows to be opened during the school day to allow natural ventilation.</i></p>	<p><i>Parents advised to ensure that pupils wash their hands when they return to the home environment.</i></p> <p><i>Covid cleaning regime (June-July) checklist to be implemented to include: desks, chairs, doors, sinks, toilets, light switches, bannisters, plastic covers of student pencil cases and folders on desks and staff areas.</i></p>	M	<p><b>KVG and team – daily ongoing.</b></p> <p><b>KVG and team daily – ongoing.</b></p> <p><b>KVG, PH/DC and team daily – ongoing.</b></p> <p><b>As above.</b></p> <p><b>DC/PH and all staff – throughout the day.</b></p>

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	<b>H</b>	<i>Staff are aware of the symptoms of this corona virus ie. covid-19. Student /staff health needs are monitored and concerns appropriately managed by staff at all levels.</i>	<i>Ensure that the school holds a stock of disposable gloves/aprons and face masks. Contact your usually PPE supplier any concerns are to be raised with the trust</i>	<b>M</b>	<b>ML and FC – on-going – working with HT and trust.</b>
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<b>Hazards / issue</b>	<b>Risk rating H/M/L (before)</b>	<b>Controls already in place</b>	<b>Further Action required</b>	<b>Risk Rating H/M/L (after)</b>	<b>By Whom &amp; When</b>
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	<b>H</b>	<i>Isolation rooms have been set aside to isolate Staff/students (Medical Room in Westburn). The isolation rooms allow Staff/students to be monitored from a 2 metre distance.</i>	<i>Health and Safety Team. Student remains in the isolation room until they can be collected.</i>		
	<b>H</b>	<i>Parents/Carers informed via the school's communication links of their student's /family member's health and the need to collect asap from the designated point at Westburn Pedestrian Gate. Parents to contact reception on arrival and wait outside to collect child.</i>	<i>Whilst in isolation if staff/pupils need to use welfare facilities these need to be taken out of use and cleaned before they can be used by the school community. Isolation room to be deep cleaned once the staff/pupil has left the area. Cleaning staff to wear PPE appropriate to the cleaning substances they are using to clean any area in line with product specific risk assessments which are in place.</i>	<b>M</b>	<b>Head teacher and MMcD immediate. Head teacher immediate.</b>
	<b>H</b>	<i>Where staff/students start showing signs of symptoms they are transferred to the isolation room by the rota staff member (KRD) and a member of the SLT informed.</i>	<i>Staff and parents to be encouraged to access testing facilities available where symptoms are displayed. Students and staff displaying symptoms will <b>not be</b> permitted into school until <u>7 day isolation completed</u>. Where Staff/students test positive SLT are to be contacted for advice and support.</i>	<b>M</b>	<b>JL has circulated testing information from the LA to all staff. All staff immediate. Written information to students and staff from HT.</b>
	<b>H</b>	<i>A face mask need only be worn by a member of staff supporting the symptomatic pupil, if 2</i>	<i>The Governing body of the school are to be informed of Staff members and Parent/Carers concerns.</i>	<b>M</b>	<b>Head teacher and SLT Immediate – and weekly summary.</b>

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			<p><i>Risk mitigated by “donning” and “doffing” CPD shared with staff.</i></p>	<p><b>FC – ongoing (done at start of june and repeated in Sep)</b></p>
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		<p><i>metres cannot be maintained. If staff wish to wear face masks/visors at other times that is their choice.</i></p> <p><i>If contact with the student is necessary, then gloves, apron and a face mask and visor should always be worn by the member of staff.</i></p> <p><i>Parents/carers and staff members next of kin contacted by Reception/SLT.</i></p> <p><i>In medical emergency the emergency services are to be contacted.</i></p> <p><i>Infection control risk assessment in place to manage all other biological hazards that may affect staff/students.</i></p>			

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<p><b>Maintaining infection control in the classrooms and communal areas.</b></p>	<p><b>H</b></p>	<p><i>Students to be taught in normal timetables in classes.</i></p> <p><i>Classroom areas in use have items that are none essential removed to allow a larger floor space to help promote social distancing and facilitate cleaning.</i></p> <p><i>All student desks to be forward facing, two minutes away from teacher desk.</i></p> <p><i>Soft furnishings around the classroom to be relocated during the phased opening of the school.</i></p> <p><i>Windows and doors are opened to allow natural ventilation during the school day wherever possible.</i></p> <p><i>Cleaning products readily available in the immediate area ie. cleaning cupboard of the classroom/toilet areas for spot cleaning.</i></p>	<p><i>The Governing body of the school are to be informed of Staff members and Parent/Carers concerns.</i></p> <p><i>The school was rebuilt and refurbished to allow windows to open in the vast majority of rooms.</i></p> <p><i>Cleaning cupboards are available on all floors of the new building and at regular intervals in refurbished buildings.</i></p> <p><i>Rota and revised t/t applies throughout this</i></p>	<p><b>M</b></p>	<p><b>All staff-on going - led by MMcD and DC and PH.</b></p> <p><b>HT – on-going and weekly to Chair.</b></p> <p><b>PH/DC – daily.</b></p> <p><b>KVG and team.</b></p>
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		<p><i>Rota in place for lunchtime and break time. Students taught in Year group bubbles to reduce the need for pupils to move about the building.</i></p> <p><i>Where classrooms and halls are occupied doors can be propped open to allow natural ventilation.</i></p> <p><i>Where classrooms/halls are unoccupied doors are to be closed.</i></p> <p><i>Waste bins located in classroom/corridor areas.</i></p>	<p><i>period both inside and outside the school.</i></p> <p><i>Students to use their own stationery items to minimise sharing. Any communal equipment will be cleaned as required e.g.. lesson changes</i></p> <p><i>Lidded waste bins are available in all classroom and corridor areas.</i></p>		<p><b>MMcD and SLT.</b></p> <p><b>PH/DC – ongoing.</b></p> <p><b>PH/DC – ongoing.</b></p>
<p><b>Moving about the buildings and the school site.</b></p>	<p><b>M</b></p>	<p><i>Clear direction given to parents via the school’s communication links for the start and end of the school day.</i></p> <p><i>Rota in place for break times and the lunchtime periods to reduce the flow of pupils in the corridor areas.</i></p> <p><i>Students will eat their lunch in their bubbles at their dedicated times.</i></p> <p><i>One-way systems where possible put in place on stairways.</i></p> <p><i>Signage in place reminding pupils to follow one-way system.</i></p> <p><i>Pupils and students to keep to the left-hand side of lobby/other areas where one-way</i></p>	<p><i>Movement about the building monitored throughout the school day by pastoral leaders.</i></p> <p><i>Routines and rotas to be adapted by SLT where a need is identified.</i></p> <p><i>Information/ training session for all staff at the start of the term.</i></p>	<p><b>L</b></p>	<p><b>Head teacher on going in written form to parents and students – on-going.</b></p> <p><b>All staff – ongoing.</b></p> <p><b>All staff – ongoing.</b></p> <p><b>MMcD – in place.</b></p> <p><b>All staff – on-</b></p>

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		<i>Students are always supervised when moving within the building.</i>			
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<b>Lifts.</b>	<b>M</b>	<i>Lift to be operational only where necessary i.e. medical need for staff and students. Maximum occupancy to one person. The lift is included in the cleaning regime.</i>	<i>No change to practice other than one person only allowed in the lift. The lift is never used, in normal circumstance, by anyone other than those staff and students who have been given a key because of medical issues</i>	<b>L</b>	<b>MS/RR ongoing.</b>

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<b>Off-site transport and arrival at school.</b>	<b>M</b>	<p><i>City of Sunderland are liaising with transport providers to ensure social distancing takes place on transport vehicles.</i></p> <p><i>Many students will arrive by car or via Park Lane transport terminal.</i></p> <p><i>Students will be met by staff members at the usual entry point on the school site.</i></p> <p><i>There are no transport vehicles operational on-site.</i></p>	<p><i>Students and parents/carers will be made aware of the instructions to follow via the school's communication links.</i></p>	<b>L</b>	<p><b>SLT/ parents/ carers-on going.</b></p> <p><b>In place daily.</b></p>
<b>Welfare facilities.</b>	<b>M</b>	<p><i>Toilet facilities cleaned at regular intervals throughout the school day (door handles, toilet cubicle locking mechanisms and flushers).</i></p> <p><i>Designated staff room areas, which will be limited to a maximum occupancy.</i></p> <p><i>Windows are opened in any room when it is occupied by staff members.</i></p> <p><i>Position of furniture within staff room areas</i></p>	<p><i>Business Manager and cleaning staff to change their rotas to enable cleaning support throughout the day.</i></p> <p><i>Deputy HT and Senior AHT to create staffing rota's linked to staff breaks.</i></p> <p><i>Caretakers to ensure windows are opened and closed throughout the day dependent upon weather.</i></p> <p><i>Maximum capacity signs to be put on doors of all staff areas.</i></p>	<b>L</b>	<p><b>JL and KVG – on-going.</b></p> <p><b>MMcD, ML and FC – ongoing.</b></p> <p><b>PH and DC – daily.</b></p> <p><b>MmcD – in</b></p>

Hazards / issue	Risk rating H/M/L (before)	Controls already in place	Further Action required	Risk Rating H/M/L (after)	By Whom & When
		<i>reviewed to ensure social distancing.</i>			<b>place.</b>

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<p><b>Personal protective equipment (PPE).</b></p>	<p><b>M</b></p>	<p><i>Wearing a face covering or face mask in schools is not recommended by the government.</i></p> <p><i>Tasks have been identified within the school that would require staff wearing PPE; First aid, supporting pupils with personal care, cleaning activities where need is identified and potentially when a staff member/student is symptomatic of covid-19.</i></p> <p><i>Staff follow government recommended hand washing practice.</i></p>	<p><i>The school is to hold a supply of PPE disposable gloves, aprons and face masks on the school site for use in these identified tasks. All staff who may be officially required to use PPE have been trained in Donning and Doffing.</i></p>	<p><b>L</b></p>	<p><b>All staff – in place.</b></p> <p><b>FC – in place.</b></p> <p><b>All staff – regular written and verbal instruction.</b></p>
<p><b>Challenging behaviours by students.</b></p>	<p><b>M</b></p>	<p><i>Students with challenging behaviours identified and monitored by Pastoral team.</i></p> <p><i>The on-call member of the leadership team can be contacted via reception to support.</i></p> <p><i>Risk assessments are in place for pupils who demonstrate challenging behaviours.</i></p> <p><i>Relevant staff are Team Teach Trained. Where need identified Team Teach techniques are applied, including restraint.</i></p> <p><i>Academy Behaviour policy has been updated and communicated with staff and parents.</i></p>	<p><i>Rota of on-call Leadership Team has been updated to distribute to all staff.</i></p> <p><i>Staff and pupils to wash their hands when safe to do so after a physical restraint has been carried out.</i></p> <p><i>Where restraint has had to be carried out review the risk assessment in place.</i></p> <p><i>Review whether PPE is required when managing challenging behaviours. Where need identified review the Behaviour Policy.</i></p>	<p><b>L</b></p>	<p><b>Policies have been covid modified. Pastoral team are all “team teach” trained. This scenario is a last resort.</b></p>

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<b>First-aid provision and support with medication.</b>	<b>M</b>	<p><i>A team of staff are first aid trained.</i></p> <p><i>Fully stocked first aid boxes located around the school site and in the vicinity of classrooms in use.</i></p> <p><i>Staff to wash their hands prior to administering first aid</i></p> <p><i>Staff to wear disposable gloves when providing first aid support.</i></p> <p><i>Staff to wash their hands after providing first aid support.</i></p> <p><i>Medication policy in place.</i></p> <p><i>Staff to wash their hands prior to support with medication and after support.</i></p>	<p><i>Gloves and first aid items used to be double bagged and placed in the waste bin.</i></p> <p><i>Waste bins emptied throughout the school day for First Aid provision and support with medication. Double bagging.</i></p> <p><i>Ensure that a stock of disposable gloves are available for staff use.</i></p>	<p><b>L</b></p> <p><b>L</b></p>	<p><b>FC and First Aid staff working with SLT.</b></p> <p><b>PH/DC – ongoing throughout day. Policy in place – and covid – modified – ML and AP. FC – in place.</b></p>

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<b>Emergency situations.</b>	<b>H</b>	<p><i>There is an automatic fire detection system fitted at the school which is tested and inspected on at least an annual basis.</i></p> <p><i>In the event of the fire alarm sounding staff are to direct pupils to evacuate the building. Staff are to monitor the flow of traffic in the corridor areas when evacuating to reduce the contact that pupils have with other age groups /staff members.</i></p> <p><i>Staff and pupils are to maintain social distancing where possible when evacuating the building.</i></p> <p><i>Staff and pupils are to maintain social distancing when registers are being taken at the assembly point.</i></p>	<p><i>The premises/technical staff is to check the fire alarm control panel at the start of each school day to ensure that the fire alarm system is operating correctly.</i></p> <p><i>Any faults are to be reported immediately to the Contractor who tests and inspects your schools fire alarm system. The premises/technical staff are to undertake their usual weekly checks of the fire alarm system.</i></p> <p><i>Full Risk Assessment of site to be carried out over summer by MacDonald Martin.</i></p>	<b>L</b>	<p><b>Policy has been modified. Fire detection system in place and tested weekly and inspected annually – PH/DC and FC.</b></p> <p><b>Limited numbers in school enable</b></p>
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Hazards / issue	Risk rating H/M/L (before)	Controls already in place	Further Action required	Risk Rating H/M/L (after)	By Whom & When
		<p><i>Staff and Pupils re-entry to the building will be staggered.</i></p> <p><i>Staff and pupils are to wash their hands when they re-enter the building.</i></p>	<p><i>Bubble washing, sanitising facilities.</i></p>	<b>L</b>	<p><b>physical distancing to occur in evacuation area (Thornhill Terrace) – MS/FC – ongoing.</b></p>

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<p><b>End of the school day.</b></p>	<p><b>M</b></p>	<p><i>Water bottles and lunch bottles taken home from school each day</i></p> <p><i>Only one Parent/Carer permitted to collect a child from the school site in a medical emergency. Child will be accompanied by a member of staff to an outdoor collection point (Westburn pedestrian gate)</i></p> <p><i>Parents/carers to ensure that they follow social distancing.</i></p> <p><i>Year groups will be dismissed by a member of the leadership team at staggered departure times.</i></p> <p><i>Staff control the flow of pupils leaving the school building to encourage social distancing.</i></p> <p><i>Gates are secured to the school site. Gates and entrance doors are included in the cleaning regime at the school.</i></p>	<p><i>Parents/Carers advised to ensure that pupils wash their hands when they arrive home from school. Parents/Carers advised that water bottles are to be thoroughly washed and lunch boxes wiped when they arrive home.</i></p> <p><i>No parent on site except in exceptional/emergency circumstances, and with an appointment with SLT.</i></p>	<p><b>L</b></p>	<p><b>Mobile washing facilities at exit – PH/DC. Clear instructions to parents and staff re. bottled water – HT.</b></p> <p><b>Clear in information to parents – HT.</b></p> <p><b>KVG and team and PH/DC – on-going.</b></p>
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Hazards / issue	Risk rating H/M/L (before)	Controls already in place	Further Action required	Risk Rating H/M/L (after)	By Whom & When
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Staff who are pregnant.	<b>H</b>	<i>Staff members who have informed the Head teacher that they are pregnant are not currently in school.</i>	<b>Guidance received from government</b> May 2002 Staff members to inform the Head teacher at the earliest convenience if they are pregnant. Guidance to be followed from RCOG: <a href="#">Coronavirus (COVID-19) infection and pregnancy</a>	<b>L</b>	<b>Staff/ Head teacher-on going</b>
Office areas.	<b>M</b>	<p><i>The maximum occupancy of the office areas have been calculated to ensure social distancing.</i></p> <p><i>Where possible desks have been placed side by side</i></p> <p><i>View panels located in office doors so that the number of staff located in office spaces can clearly be identified.</i></p> <p><i>The doors of Offices in use can be wedged open when occupied.</i></p> <p><i>Where available, windows are opened whilst the office area is in use.</i></p> <p><i>Staff leave their desks as clear as possible so that it can be easily cleaned.</i></p> <p><i>Waste bins are lined with a black bag and where possible have a lid.</i></p> <p><i>Waste bins are emptied at the end of the school day. Staff undertake other activities that allow them to leave the office area over the course of the school day.</i></p> <p><i>Mobile partitions used where possible to separate large office areas.</i></p>	<p><i>Physical distancing to be used in all office areas.</i></p> <p><i>The school benefits from a number of single use offices for admin. staff or small offices, where social distancing is possible, as the number of occupants is 2 in the large office. Other staff have their own office.</i></p> <p><i>Staff other than office staff are not to enter office areas. Communication should be by e-mail or telephone. Reception is not “open” to visitors.</i></p>	<b>L</b>	<p><b>JL, CD and all staff – ongoing.</b></p> <p><b>PH and DC – on-going.</b></p>

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<b>Visitors to school.</b>	<b>M</b>	<p><i>Where possible visitors to the school site be limited to deliveries and staff undertaking key works with SLT permission.</i></p> <p><i>There is one contract on -going which will be physically separate from the school.</i></p> <p><i>Any visitors to be directed to wash their hands/apply alcohol gel on their arrival to the</i></p>	<p><i>Reminders to staff.</i></p> <p><i>Visitor protocol introduced by the trust w/b 13.07.20.</i></p>	<b>L</b>	<b>All staff – ongoing.</b>
<b>Hazards / issue</b>	<b>Risk rating H/M/L (before)</b>	<b>Controls already in place</b>	<b>Further Action required</b>	<b>Risk Rating H/M/L (after)</b>	<b>By Whom &amp; When</b>
		<p><i>school site.</i></p> <p><i>Visitors are always supervised whilst on the school site. Social distancing maintained.</i></p>			
<b>Deliveries to the school.</b>	<b>M</b>	<p><i>Only essential items are ordered by the school.</i></p> <p><i>Identified staff take responsibility for deliveries made to the school.</i></p> <p><i>Staff members wash their hands before and after decanting orders and storing them away.</i></p> <p><i>Kitchen deliveries are made directly to the kitchen area.</i></p> <p><i>On decanting products after 72 hours, products are to be stored away. If refrigeration is required they should be wiped down before storage.</i></p> <p><i>Packaging to be placed in the external bin store.</i></p>	<p><i>This is on-going.</i></p>	<b>L</b>	<b>FF and team – on-going.</b>

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<b>Staff well- being and the risk of staff or students showing signs of covid-19.</b>	<b>M</b>	<p><i>Staff have been provided with the link to Public Health England <a href="#">Guidance for the public on the mental health and wellbeing aspects of coronavirus (COVID-19)</a> link.</i></p> <p><i>Staff receive sufficient breaks during the school day.</i></p> <p><i>Staff encouraged to leave the school site shortly after the end of the school day.</i></p>	<p><i>Staff to discuss concerns with the SLT Where need identified staff are to be referred to Occupational Health.</i></p> <p><i>Staff to be reminded of the counselling services available.</i></p> <p><i>Staff have access to a Chaplain.</i></p>	<b>L</b>	<b>All staff-ongoing.</b>
<b>Deep Cleaning.</b>	<b>M</b>	<p><i>A further deep clean of all areas of the school to be carried out during the summer break.</i></p> <p><i>The deep clean is to include desks, chairs, doors, sinks, toilets, light switches, bannisters and carpeted areas.</i></p>	<p><i>Support and advice from external cleaning team who are employed by NHS in hospital cleaning. This is on-going.</i></p>	<b>L</b>	<b>KVG and cleaning team and NTH (external advisors)</b>

Date of assessment	Signatures
review	

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