



PGPS COVID Risk Assessment Sept v2 2021



North Tyneside Council

North Tyneside Council - Schools Health and Safety, Quadrant, (1st Floor),
The Silverlink North, Cobalt Business Park, North Tyneside, NE27 0BY

2.0 PEOPLE MANAGEMENT AND COMMUNICATION

Hazard	Risk	Control Measures	Site Comments
<p>2.1 Reopening a building following closure (including partial) i.e., summer holidays</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"> ● 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 ● Legionella monitoring has been maintained during summer holidays as has the onsite flushing requirements in line with guidance provided by specialist Legionella advice ● 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. ● All areas and surfaces have been cleaned and disinfected prior to reopening ● Pest control for insect infestations have been contacted and remedied ● Thorough clean the kitchen prior to reopening before food preparation resumes if closed during national restrictions ● School has reviewed Chartered Institute of Building Services Engineers' guidance on emerging from lockdown and ensured that all buildings have been checked and comply with this prior to reopening. 	
<p>2.2 Prevent spread of COVID-19</p>	<p>Employees, pupils,</p>	<ul style="list-style-type: none"> ● A register is in place at the school identifying staff members who have received the vaccination for COVID-19. 	<ul style="list-style-type: none"> ● Education settings should make sure their contingency plans cover



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	<p>contractors, visitors.</p> <p>Contracting Coronavirus</p>	<ul style="list-style-type: none"> ● The government has removed the requirement to wear face coverings in law, but it is recommended that face coverings are worn in school when: <ul style="list-style-type: none"> ○ In enclosed and crowded spaces when staff meet people they don't normally meet. ● Access to handwashing facilities and hand sanitiser readily available around the school site. ● Face covering guidance followed. ● Staff to be advised to continue to make sensible decisions regarding their proximity to others both in class and when working with colleagues. ● Staff/pupils wishing to wear face coverings when on the school site can do so. ● Face visors or shields will not be worn as an alternative to face coverings. ● School will have a small contingency supply of face coverings available for people who are struggling to access a face covering; are unable to use their face covering as it has become damp, soiled or unsafe; or have forgotten their face covering ● Ongoing communications (posters, emails, inductions, briefing, toolbox talks) has been provided to all staff, pupils and visitors regarding face coverings which includes: <ul style="list-style-type: none"> ○ When they should be worn ○ How they should be removed ○ Safe storage requirements ○ When they require changing 	<p>the possibility that it may be advised that face coverings should temporarily be worn in settings in their area. This may include face coverings in communal areas and/or classrooms, for pupils, students and staff.</p> <ul style="list-style-type: none"> ● Education settings should make sure your Outbreak Management plans cover the possibility that in some local areas it may become necessary to reintroduce 'bubbles' for a temporary period, to reduce mixing between groups. ● Although social distancing is no longer a legal requirement for staff and pupils, Headteachers still have a legal duty to ensure the health and safety of their staff and pupils. ● Measures previously put in place (e.g., one-way systems/dedicated access/egress points into the building) to ease congestion when staff and pupils are entering/exiting and moving about the building can still continue. ● Consideration be given to phasing in school activities where year
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	<ul style="list-style-type: none"> ● The school will keep a record of pupils and staff known to be symptomatic or to have tested positive, so that they can provide assistance if contacted by NHS Track and Trace. ● School to seek public health advice if any of these thresholds are reached: <ul style="list-style-type: none"> ○ 5 children, pupils, students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period: or ○ 10% of children, pupils, students or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period ● The first port of call for public health advice should be North Tyneside Council's Public Health Team under the leadership of Wendy Burke Director of Public Health. The team can be contacted via email emergencyplanning@northtyneside.gov.uk or by telephone: 07813 400 000. 9am: 5pm Monday – Friday. Please note we are not operating out of hours on call arrangements this term. ● Schools follows current government and HR advice on who can return to work and who should remain at home. ● This risk assessment will be reviewed on a regular basis in consultation with all staff to ensure any issues can be addressed. It will also be subject to review following changes in local or national guidance ● 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 prior to undertaking such activities 	<p>groups and staff will interact during the start of the school term.</p>
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- Hand washing and hand sanitiser 'stations' have been made available around the premises so that all pupils and staff can clean their hands regularly
- 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.
- Students use same desk each day if they attend on consecutive days
- Posters displayed to follow hands hygiene procedures.
- Drinking stations are used where risk assessment dictates that they are suitably controlled with appropriate measures such as cleaning and no communal cups.
- Ongoing communications (posters, emails, inductions, briefing, toolbox talks has been provided to all staff which includes:
 - Risks and symptoms of COVID19
 - NHS COVID-19 Vaccination programme can still be accessed-[Book or manage your coronavirus \(COVID-19\) vaccination.](#)
 - Advice regarding self-isolation of those showing signs or symptoms until a test has been carried out to confirm diagnosis
 - Emergency procedures (i.e. first aid, fire)
 - Effective infection control including hygiene measures
 - Specific or individual risk assessment findings
 - Wellbeing points and any issues
- Ongoing communications (posters, emails, inductions, briefing, toolbox talks has been provided to all parents which includes:



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		<ul style="list-style-type: none"> o Risks and symptoms of COVID19 o NHS COVID-19 Vaccination programme can still be accessed-<u>Book or manage your coronavirus (COVID-19) vaccination.</u> o Advice regarding self-isolation of those showing signs or symptoms o Modelling of appropriate hand washing and hygiene techniques (including catch it, bin it, kill it) o Not to enter the school if they are displaying any symptoms of coronavirus o Education resources such as e-bug and PHE schools' resources ● Ongoing communications (posters, emails, inductions, briefing, toolbox talks) has been provided to all pupils which includes: <ul style="list-style-type: none"> o Risks and symptoms of COVID19 o Advice regarding self-isolation of those showing signs or symptoms o Emergency procedures (i.e. first aid, fire) o Effective infection control including hygiene measures including modelling of appropriate hand washing and hygiene techniques (including catch it, bin it, kill it) o Education resources such as e-bug and PHE schools' resources 	
<p>2.3 Staff or pupil shows signs of</p>	<p>Employees, pupils,</p>	<ul style="list-style-type: none"> ● If anyone becomes unwell with a new, continuous cough, loss of taste or smell or a high temperature in school, they will be 	<ul style="list-style-type: none"> ● All education and childcare settings must have an Outbreak



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<p>COVID-19 while on school premises</p>	<p>contractors, visitors.</p> <p>Contracting Coronavirus</p>	<p>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)</p> <ul style="list-style-type: none"> ● If they test positive, they can only return to school 10 days following isolation and only if they do not have the following symptoms: <ul style="list-style-type: none"> ○ a high temperature or feeling hot and shivery ○ a runny nose or sneezing ○ feeling or being sick ○ diarrhoea - If you have diarrhoea or you're being sick, stay at home until 48 hours after they've stopped. ● Other members of their household should also self-isolate for 10 days unless they are: <ul style="list-style-type: none"> ○ Fully vaccinated ○ Below the age of 18 years 6 months ○ taking part in or are currently part of an approved COVID-19 vaccine trial ○ Not able to get vaccinated for medical reasons ● If a child or staff member is awaiting collection, they will be 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. Ideally, a window should 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. ● If they need to go to the bathroom while waiting to be collected, they will use a separate bathroom if possible. The bathroom will 	<p>Management plan, describing what they would do if children, pupils, students or staff test positive for COVID-19, or how they would operate if they were advised to reintroduce any measures described in this document to help break chains of transmission.</p>
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		<p>be cleaned and disinfected using standard cleaning products i.e. a household detergent followed by disinfectant before being used by anyone else.</p> <ul style="list-style-type: none"> ● 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) ● 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. ● If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they should wash their hands thoroughly for 20 seconds and clean the affected area with normal a household detergent followed by a disinfectant ● The individual should avoid using public transport and wherever possible, be collected by a member of their family or household. In exceptional circumstances, if parents or carers cannot arrange to have their child collected, if age-appropriate and safe to do so the child should walk, cycle or scoot home following a positive test result. ● Staff/Pupils identified as close contact will not need to self-isolate while they are awaiting their test results. 	
<p>2.4 Mental health and wellbeing</p>	<p>All staff and pupils due to demands, control</p>	<ul style="list-style-type: none"> ● 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. 	<ul style="list-style-type: none"> ●



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	(or a lack of), support, relationships, role and change		
<p>2.5 Visitors to premises: Including Contractors, parents and deliveries</p>	<p>Employees, pupils, contractors, visitors.</p> <p>Contracting Coronavirus</p>	<ul style="list-style-type: none"> ● Communication in the form of letters, email, signage, onsite questionnaire has been provided to parents, visitors or suppliers: <ul style="list-style-type: none"> ○ Not to enter the education or childcare setting if they or any of their family are displaying any symptoms of coronavirus ○ Visitors must wash/sanitise their hands upon entering our premises. ○ Plans for opening for example, cleaning, catering, food supplies, hygiene suppliers ○ communicating revised travel plans where appropriate (for instance, to agree pick-up and drop-off times) ● Physical barriers at entrance to prevent access of visitors until measures above have been clarified. ● Decide on a location as a set drop-off point agreed in advance. ● School will continue to operate a one system using the main school entrance and the Malvern Road gate will remain closed at school drop off time (AM). At the end of the school day (PM) parents collecting children may access the school site from both the main entrance and the Malvern Road gate. 	<ul style="list-style-type: none"> ● While social distancing measures have now ended in the workplace, school settings can still encourage distancing where possible to provide reassurance to the school community – it is important to remember that individuals should wear face coverings in enclosed and crowded spaces when staff meet people they don't normally meet. To prevent this, measures could be introduced including: <ul style="list-style-type: none"> ○ Physical barriers at entrance to prevent access of visitors until measures above have been clarified ○ Waiting room furniture has been rearranged to ensure social distancing.



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<p>2.6 Adults or Children with (or living with) particular characteristics, additional or complex needs including those with IHCP's,</p>	<p>Employees, pupils, contractors, visitors.</p> <p>Contracting Coronavirus</p>	<ul style="list-style-type: none"> ● All clinically extremely vulnerable (CEV) children and young people should attend their education setting unless they are one of the very small number of children and young people under paediatric or other specialist care who have been advised by their clinician or other specialist not to attend. ● The school will keep up to date and follow government guidelines relating to individual risk factors (including those who are clinically vulnerable and clinically extremely vulnerable) and local measures if higher rates are in place – this includes ensuring individuals shield where local or national restrictions identify this as a requirement ● Pupils who have previously been required to shield and remain under the care of a specialist health professional will have their individual health care plan reviewed with their health professional before returning to school ● School will follow the specific guidance in this link to assess risk for pregnant employees. In some cases, pregnant women may also have other health conditions that mean they are considered CEV, where the advice for clinically extremely vulnerable staff will apply. Expectant mothers who are from 28 weeks' gestation, or with underlying health conditions at any point of gestation, may be at greater risk of severe illness if they catch coronavirus (COVID-19). An individual risk assessment will be carried out where this has been communicated. ● 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 	<ul style="list-style-type: none"> ●
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		<p>reduce risks and ascertain whether anything additional can be done to support areas of apprehension</p> <ul style="list-style-type: none">● 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.● 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)● 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 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● 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.● 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.	
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The Silverlink North, Cobalt Business Park, North Tyneside, NE27 0BY

		<ul style="list-style-type: none"> ● Staff working with children and young people who spit uncontrollably provided with more opportunities to wash their hands than other staff ● Pupils who use saliva as a sensory stimulant or who struggle with 'catch it, bin it, kill it' provided with more opportunities to wash their hands than children and young people who do not. ● The school has reviewed competencies of staff to ensure there is sufficient numbers of individuals trained to carry out support/interventions to cover absences 	
<p>2.7 Emergency Procedures</p>	<p>Employees, pupils, contractors, visitors.</p> <p>Contracting Coronavirus</p>	<ul style="list-style-type: none"> ● School will ensure key posts are present within school at all times, this includes <ul style="list-style-type: none"> ○ First Aiders ○ Safeguarding Lead ○ Fire Wardens ● 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. ● Procedure in place to close the school or nursery at short notice if staffing levels fall to levels where safety cannot be assured. ● Practice drills will continue as normal to ensure pupils have awareness of actions to take including one within the first week back ● If there is a reduced occupancy period, the school will: <ul style="list-style-type: none"> ○ carry out weekly checks of alarms systems, call points and emergency lighting 	<ul style="list-style-type: none"> ●



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The Silverlink North, Cobalt Business Park, North Tyneside, NE27 0BY

- o carry out regular hazard spotting to identify escape route obstructions
- o check that all fire doors are operational
- o continue with Legionella Risk Assessment requirements
- Current first aid provision has been reviewed to ensure enough first aiders including Paediatric First Aid
- First aid kits have been reviewed to ensure surgical masks, face shield, disposable gloves and hand sanitiser (at least 60% alcohol) are available
- First Aiders for the school have been issued with the current advice and guidance produced by the [resus council](#) and will follow identified disposal methods including double bagged, stored for 72 hours and then disposed of

3.0 Effective infection protection and control

3.1 Cleaning

Employees, pupils, contractors, visitors.

Contracting
Coronavirus

- School will follow the [COVID-19: cleaning of non-healthcare settings guidance](#)
- 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
- Pedal operated lidded bins available for the disposal of tissues and contaminated waste.
- Adequate supplies of disposable tissues, surface wipes, sanitiser (at least 60% alcohol) and suitable pedal bins in all teaching rooms.
- All adults and children will:



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The Silverlink North, Cobalt Business Park, North Tyneside, NE27 0BY

- o frequently wash their hands with soap and water for 20 seconds and dry thoroughly. Review the guidance on hand cleaning
 - o clean their hands on arrival at the setting, before and after eating, when they return from breaks, when they change rooms and after sneezing or coughing
 - o be encouraged not to touch their mouth, eyes and nose
 - o asked to use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it')
- 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
- Bins for tissues are emptied throughout the day
- where possible, all spaces should be well ventilated using natural ventilation (opening windows) or ventilation units
- 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.
- Thorough cleans where someone has been diagnosed with Covid-19 and have been in the premises within 72 hours.
- 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.
- When purchasing/using substances a hierarchy of control is implemented which considers;
 - o Elimination



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The Silverlink North, Cobalt Business Park, North Tyneside, NE27 0BY

		<ul style="list-style-type: none"> o Substitution o Engineering Controls o Administrative Controls o Personal Protective Equipment ● Each substance will have an individual COSHH Assessment which identifies Hazards and control measures for employees to follow. ● Alongside the COSHH Assessment will be the Safety Data Sheet to provide additional information. These assessments to be shared with staff. ● Good hygiene practices – do not eat drink or smoke whilst using substances. ● Staff to be instructed to refrain from bringing in their own cleaning products. ● Suitable storage of hand sanitiser taking into account the risks around ingestion and fire where substances are stored in bulk ● 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. 	
3.2 PPE	<p>Employees, pupils, contractors, visitors.</p> <p>Contracting Coronavirus</p>	<ul style="list-style-type: none"> ● 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"> o Robust hand hygiene. o Do not touch your eyes, nose or mouth if your hands are not clean. o Good respiratory hygiene. 	



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 The Silverlink North, Cobalt Business Park, North Tyneside, NE27 0BY

		<ul style="list-style-type: none"> o Environmental control (e.g., cleaning of frequently touched surfaces). o Management of pupils o Information, instruction and training ● Staff will receive sufficient information and instruction on the use of PPE including how to put on (Donning), remove (Doffing), store, dispose of as well as any limitations of the PPE ● Single use PPE should be disposed of so that it cannot be used again ● Pedal operated lidded bins available for the disposal of PPE, tissues and contaminated waste – double bagged, stored for 72 hours and then disposed of where individuals has shown symptoms of COVID-19. ● Staff will still need to wear any PPE that was identified in risk assessments prior to the Covid-19 outbreak as this will have been identified to protect you from other foreseeable hazards. 	
4.0 Premises			
<p>4.1 Access and Egress including use of entrances</p>	<p>Employees, pupils, contractors, visitors.</p> <p>Contracting Coronavirus</p>	<ul style="list-style-type: none"> ● Sanitiser (at least 60% alcohol) available at all entrances and exits 	<ul style="list-style-type: none"> ● Although social distancing is no longer a legal requirement for staff and pupils, Headteachers still have a legal duty to ensure the health and safety of their staff and pupils. Measures previously put in place (e.g., one-way systems/dedicated access/egress points into the building) to ease congestion when staff and pupils are entering/exiting



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The Silverlink North, Cobalt Business Park, North Tyneside, NE27 0BY

			<p>and moving about the building can still continue.</p> <ul style="list-style-type: none"> ● Consideration be given to phasing in school activities where year groups and staff will interact during the start of the school term. ● Staff are to be advised to continue to make sensible decisions regarding their proximity to others both in class and with colleagues.
<p>4.2 Classrooms (This Section may need to be duplicated for different classrooms, bubbles or year groups where control measures vary due to size, age, experience or needs of individual pupils)</p>	<p>Employees, pupils, contractors, visitors.</p> <p>Contracting Coronavirus</p>	<ul style="list-style-type: none"> ● Staff to child ratios are appropriate with adherence to Early Years Foundation Stage (EYFS) where necessary ● Senior leadership team have carried out physical examination of spaces to ensure there is adequate ventilation. ● Use of CO2 monitors used to measure ventilation.in line with <u>HSE guidance</u> ● Routine monitoring undertaken by members of Senior Leadership team to ensure adequate ventilation is maintained during school day 	<ul style="list-style-type: none"> ● Although social distancing is no longer a legal requirement for staff and pupils, Headteachers still have a legal duty to ensure the health and safety of their staff and pupils. Measures previously put in place (e.g., one-way systems/dedicated access/egress points into the building) to ease congestion when staff and pupils are entering/exiting and moving about the building can still continue. ● Consideration be given to phasing in school activities where year groups and staff will interact during the start of the school term. ● Staff are to be advised to continue to make sensible decisions



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			<p>regarding their proximity to others both in class and with colleagues.</p>
<p>4.4 Movement around the school, including use of corridors</p>	<p>Employees, pupils, contractors, visitors.</p> <p>Contracting Coronavirus</p>	<ul style="list-style-type: none"> ● Vision screens in door kept clear at all times ● Doors should only be wedged open only where rooms are occupied or doorgard or mag lock fitted and checked monthly ● All staff briefed to ensure that they are aware of these controls. ● Staff rota in place to monitor adherence of implemented system of movement ● Senior leadership team have carried out physical examination of spaces to ensure there is adequate ventilation. ● Use of CO2 monitors used to measure ventilation.in line with <u>HSE guidance</u> ● Routine monitoring undertaken by members of Senior Leadership team to ensure adequate ventilation is maintained during school day 	<ul style="list-style-type: none"> ● Although social distancing is no longer a legal requirement for staff and pupils, Headteachers still have a legal duty to ensure the health and safety of their staff and pupils. Measures previously put in place (e.g., one-way systems/dedicated access/egress points into the building) to ease congestion when staff and pupils are entering/exiting and moving about the building can still continue. ● Consideration be given to phasing in school activities where year groups and staff will interact during the start of the school term. Staff are to be advised to continue to make sensible decisions regarding their proximity to others both in class and with colleagues
<p>4.5 Toilets</p>	<p>Employees, pupils, contractors, visitors.</p> <p>Contracting Coronavirus</p>	<ul style="list-style-type: none"> ● Posters in toilets to highlight the importance of regular handwashing ● Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal. ● Senior leadership team have carried out physical examination of spaces to ensure there is adequate ventilation. 	<ul style="list-style-type: none"> ● Although social distancing is no longer a legal requirement for staff and pupils, Headteachers still have a legal duty to ensure the health and safety of their staff and pupils. Measures previously put in place



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North Tyneside Council - Schools Health and Safety, Quadrant, (1st Floor),
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		<ul style="list-style-type: none"> ● Use of CO2 monitors used to measure ventilation.in line with <u>HSE guidance</u> ● Routine monitoring undertaken by members of Senior Leadership team to ensure adequate ventilation is maintained during school day 	<p>(e.g., one-way systems/dedicated access/egress points into the building) to ease congestion when staff and pupils are entering/exiting and moving about the building can still continue.</p> <ul style="list-style-type: none"> ● Consideration be given to phasing in school activities where year groups and staff will interact during the start of the school term. ● Staff are to be advised to continue to make sensible decisions regarding their proximity to others both in class and with colleagues
<p>4.6 Meeting Rooms</p>	<p>Employees, pupils, contractors, visitors.</p> <p>Contracting Coronavirus</p>	<ul style="list-style-type: none"> ● Senior leadership team have carried out physical examination of spaces to ensure there is adequate ventilation. ● Use of CO2 monitors used to measure ventilation.in line with <u>HSE guidance</u> ● Routine monitoring undertaken by members of Senior Leadership team to ensure adequate ventilation is maintained during school day 	<ul style="list-style-type: none"> ● Although social distancing is no longer a legal requirement for staff and pupils, Headteachers still have a legal duty to ensure the health and safety of their staff and pupils. Measures previously put in place (e.g., one-way systems/dedicated access/egress points into the building) to ease congestion when staff and pupils are entering/exiting and moving about the building can still continue. ● Staff are to be advised to continue to make sensible decisions



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			regarding their proximity to others both in class and with colleagues
4.7 Offices	<p>Employees, pupils, contractors, visitors.</p> <p>Contracting Coronavirus</p>	<ul style="list-style-type: none"> ● Posters displayed to follow cleaning, ventilation and hand hygiene requirements ● 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. ● Natural ventilation encouraged ● 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. ● Senior leadership team have carried out physical examination of spaces to ensure there is adequate ventilation. ● Use of CO2 monitors used to measure ventilation.in line with <u>HSE guidance</u> ● Routine monitoring undertaken by members of Senior Leadership team to ensure adequate ventilation is maintained during school day 	<ul style="list-style-type: none"> ● Although social distancing is no longer a legal requirement for staff and pupils, Headteachers still have a legal duty to ensure the health and safety of their staff and pupils. Measures previously put in place (e.g., one-way systems/dedicated access/egress points into the building) to ease congestion when staff and pupils are entering/exiting and moving about the building can still continue. ● Staff are to be advised to continue to make sensible decisions regarding their proximity to others both in class and with colleagues
4.9 Staff rooms	<p>Employees, pupils, contractors, visitors.</p> <p>Contracting Coronavirus</p>	<ul style="list-style-type: none"> ● Posters displayed to clean items/appliance before/after use and regular handwashing ● Vision panels in doors kept clear at all times ● Disposable towels only – no multi use towels. ● Suitably stocked hand washing facilities with soap, disposable towels and hot running water. Stocks are replenished daily ● Preferably separate sinks for washing cutlery and handwashing. 	<ul style="list-style-type: none"> ●



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The Silverlink North, Cobalt Business Park, North Tyneside, NE27 0BY

		<ul style="list-style-type: none"> ● Staff have been requested to clean down tables before and after use, removing all uneaten food and drink and dispose of in bin ● Frequently touched surfaces in shared spaces such as taps, kettles, water heaters, fridges, microwaves and cupboards cleaned frequently 	
<p>4.10 Ventilation</p>	<p>Employees, pupils, contractors, visitors.</p> <p>Contracting Coronavirus</p>	<ul style="list-style-type: none"> ● Ventilation to chemical stores should remain operational. ● Switch ventilation to nominal speed at least 2 hours before the building usage and switch to lower speed 2 hours after the building usage time ● At nights and weekends, do not switch ventilation off, but keep it running at lower speeds ● Ensure regular airing with windows ● Switch air handling units with recirculation to 100% outdoor air. ● Inspect heat recovery equipment to be ensure that leakages are under control. ● The outside air supply and exhaust ventilation is increased as much as is reasonably possible. ● Windows will be open at all times ● In cooler weather windows will be opened just enough to provide constant background ventilation and opened more fully for short periods to purge the air in the space ● Non fire doors will be kept open to assist with creating a throughput of air. ● School will follow advice on the following documents air conditioning and ventilation during the coronavirus outbreak and CIBSE coronavirus (COVID-19) advice. 	<ul style="list-style-type: none"> ●



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The Silverlink North, Cobalt Business Park, North Tyneside, NE27 0BY

		<ul style="list-style-type: none"> ● School will use a CO2 monitor as this can assist with a visualisation of whether ventilation is appropriate – anything between 800ppm & 1000pm highlights that more ventilation is required. Guidance is here & here ● To balance the need for increased ventilation while maintaining a comfortable temperature, the following measures will be used as appropriate: <ul style="list-style-type: none"> ○ Opening high level windows in preference to low level to reduce draughts ○ increasing the ventilation while spaces are unoccupied (e.g. between meetings, during lunchtimes, when a room is unused) ○ providing flexibility to allow additional, suitable indoor clothing. ○ rearranging furniture where possible to avoid direct drafts ○ checking to ensure windows are not obstructed or blocked by curtains or furniture ○ increasing ventilation where more aerosols are released during activities such as singing or sport 	
<p>4.12 Lunchtimes, breaks. including PE, use of play spaces and equipment</p>	<p>Employees, pupils, contractors, visitors.</p> <p>Contracting Coronavirus</p>	<ul style="list-style-type: none"> ● Outdoor playground equipment subject to a more frequent cleaning process. ● Outdoor sports are prioritised for Physical Education where possible, and large indoor spaces used where it is not. ● Pupils will be reminded about cleaning and hygiene prior to every lesson with signage displayed to reinforce the message ● Pupils will wash/sanitise hands prior and following every PE lesson 	<ul style="list-style-type: none"> ●



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The Silverlink North, Cobalt Business Park, North Tyneside, NE27 0BY

		<ul style="list-style-type: none"> ● School has reviewed and followed supporting guidance which includes <ul style="list-style-type: none"> ○ Sport England ○ Association for Physical Education ○ Youth Sport Trust ● School will work with external coaches, clubs and organisations for curricular and extra-curricular activities where they are satisfied that this is safe to do so. This will include a robust vetting process to ensure suitable risk assessments are in place prior to allowing activities to go ahead. ● Task based risk assessments will be reviewed before re-commencing physical education ● Sufficient tissues available for ensuring good respiratory hygiene – i.e. ‘catch it, bag it, bin it’ approach. 	
<p>4.13 Movement of essential resources throughout the school</p>	<p>Employees, pupils, contractors, visitors.</p> <p>Contracting Coronavirus</p>	<ul style="list-style-type: none"> ● Classroom based resources, such as books and games are cleaned regularly, along with all frequently touched surfaces. 	<ul style="list-style-type: none"> ●
<p>4.14 Extra-curricular provision</p>	<p>Employees, pupils, contractors, visitors.</p> <p>Contracting Coronavirus</p>	<ul style="list-style-type: none"> ● Suitably trained staff always available taking into account emergencies (first aid, fire, lockdown, etc), safeguarding and cleaning requirements of the setting ● Extra-curricular provision will have different risks depending on the type of activity or provision undertaken – it is important that the setting suitably risk assesses their relevant activities. Additional control measures may be gleaned from this template (regarding cleaning, access, egress, etc) or by reviewing 	<ul style="list-style-type: none"> ●



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The Silverlink North, Cobalt Business Park, North Tyneside, NE27 0BY

		relevant government/industry guidance documents related to COVID-19.	
4.15 Transport to/from school	Employees, pupils, contractors, visitors. Contracting Coronavirus	<ul style="list-style-type: none"> ● School has spoken to the local authority/transport provider, requested a copy of their risk assessment and reviewed it to ensure that: <ul style="list-style-type: none"> ○ pupils clean their hands before boarding transport and again on disembarking ○ additional cleaning of vehicles is put in place ○ organised queuing and boarding is put in place ○ fresh air (from outside the vehicle) through ventilation, is maximised, particularly through opening windows and ceiling vents ● Transport arrangements have been amended where necessary including: <ul style="list-style-type: none"> ○ Encouraging parents and children to walk or cycle to their education setting where possible ○ Encouraging government best practice for travelling on public transport ○ Ensuring that transport arrangements cater for any changes to start and finish times ○ Making sure transport providers do not work if they are displaying any symptoms of coronavirus or are required to isolate following the requirements of government guidance ○ making sure transport providers, as far as possible, follow hygiene rules and try to keep distance from their passengers including using larger vehicles Taking appropriate actions to reduce risk if hygiene rules not 	●



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North Tyneside Council - Schools Health and Safety, Quadrant, (1st Floor),
 The Silverlink North, Cobalt Business Park, North Tyneside, NE27 0BY

		<p>possible, for example when transporting children with complex needs who need support to access the vehicle or fasten seatbelts</p>	
<p>4.16 Practical Lessons i.e. Science or D&T</p>	<p>Employees, pupils, contractors, visitors.</p> <p>Contracting Coronavirus</p>	<ul style="list-style-type: none"> ● Pupils will wash hands with soap and water prior to and following any practical – this will be appropriately managed to ensure pupils are doing this in a socially distanced manner ● If hand washing is not manageable, then hand gels should be used, and these must be non-alcohol based (due to the flammability of alcohol-based gels). When purchasing non-alcohol-based hand gels ensure they claim to kill 99.99% of viruses and bacteria (this is a regulated term in the UK, meaning the product must have passed a BSI test). ● Practical activity risk assessments will be reviewed prior to the lesson to take into account safety measures associated with COVID-19 and a decision will be made whether it can be safely managed as a class activity or a demo ● Timetables have been reviewed to take into account that practical lessons will take longer than normal to complete ● Once the practical has finished, pupils will tidy up their equipment, wash their hands using soap and water and then leave the room in an orderly fashion similar to their arrival into the room. ● 	<ul style="list-style-type: none"> ● Although social distancing is no longer a legal requirement for staff and pupils, Headteachers still have a legal duty to ensure the health and safety of their staff and pupils. Measures previously put in place (e.g., one-way systems/dedicated access/egress points into the building) to ease congestion when staff and pupils are entering/exiting and moving about the building can still continue. ● Consideration be given to phasing in school activities where year groups and staff will interact during the start of the school term. Staff are to be advised to continue to make sensible decisions regarding their proximity to others both in class and with colleagues
<p>5.0 Testing</p>			



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The Silverlink North, Cobalt Business Park, North Tyneside, NE27 0BY

5.2 Asymptomatic COVID-19 Home Testing Programme

Employees, pupils, contractors, visitors.

Contracting Coronavirus

- Individuals will be recommended to do bi-weekly testing 3 to 4 days apart on a fixed schedule e.g. every Monday morning or first day of school week if Monday is a holiday – for our school this will be Monday and Thursday.
- The Test Kits will be stored at ambient temperature (2-30 degrees Centigrade).
- School have appointed staff in key roles to support the roll out and ongoing management of the testing programme – this involves the appointment of a Covid Coordinator and a Registration Assistant.
- Covid Coordinator and a Registration Assistant provided with appropriate information, instruction and training to enable them to carry out their role competently. This will include:
 - communicating with stakeholders
 - ensuring staff are using the right instructions and that they sign for the test kits using the ‘test kit log’
 - reporting incidents and carry out risk management
 - storing and reporting any required data
 - reorder tests when required
 - distributing the correct number of test kits to staff and managing the schedule for the distribution of the next sets of kits
 - inputting test results from staff into the ‘test results register/log’
 - sending reminders to participants to communicate their results online, or by phone, and to the school / nursery
 - responding to staff questions



North Tyneside Council

North Tyneside Council - Schools Health and
Safety, Quadrant, (1st Floor),
The Silverlink North, Cobalt Business Park, North
Tyneside, NE27 0BY

- Ongoing communications has been provided to all staff which includes:
 - Arrangements to be followed to comply with current COVID-19 risk assessment(s) including not to enter the school if they are displaying any symptoms of coronavirus
 - Mass testing is a risk reduction exercise and it is therefore essential that the existing COVID-19 risk assessment(s) is followed
 - What rapid testing is
 - Why written medical consent is not required
 - The provision of the privacy notice for testing at home.
 - Who is acting as the Covid Coordinator and Registration Assistant
 - How they will collect and sign for their test kits
 - The importance of following the correct instructions when testing.
 - Guidance on how to carry out their test and how to dispose of packs
 - The requirement for them to report their test result, whether positive, negative or void (including what they should do next and how this will be done for this school site)
 - Onsite Process for highlighting any issues or concerns relating to the testing programs
- Testing has been provided as supplement to current control measures – all COVID-19 related risk assessments within school are still to be followed by all staff.



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North Tyneside Council - Schools Health and Safety, Quadrant, (1st Floor),
The Silverlink North, Cobalt Business Park, North Tyneside, NE27 0BY

- People who decline to participate in twice weekly contact testing will follow the usual national guidelines and will self-isolate according to the advice given to them by the NHS Test and Trace service. They will also still be able to attend school providing they have not come into contact with a positive case, develop symptoms or receive a positive Covid-19 test result outside the programme.
- School will ensure test pick up point is secure to prevent unauthorised access and will be managed in line with current COVID-19 risk assessment, including suitable 2 metre social distancing
- Test kits will be distributed to pupils and students directly during the registration process in classrooms.
- The member of staff coordinating the handing out of the test kits will maintain 2m distance from staff and students coming to collect their test kits.
- If there is a clinical incident which led or has potential to harm, school have advised individuals to report it on <https://coronavirus-yellowcard.mhra.gov.uk/> This is not for seeking immediate medical care. Medical care should be sought through the usual route of contacting 111 or 999. The individual should also communicate such issues with the school COVID-19 Coordinator.
- Where there are repeated or similar issues (e.g. Multiple repeat void tests, unclear results, leaking/damaged tubes etc.), these will be recorded by the school and reported to the DfE Helpline, who will escalate to DHSC for investigation.
- Primary age pupils will not be tested with LFDs



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North Tyneside Council - Schools Health and Safety, Quadrant, (1st Floor),
The Silverlink North, Cobalt Business Park, North Tyneside, NE27 0BY

<p>5.3 Individual tests positive for COVID-19 following the use of a LFD at home</p>	<p>Employees, pupils, contractors, visitors.</p> <p>Contracting Coronavirus</p>	<ul style="list-style-type: none"> ● Individuals who test positive with an LFD will isolate (along with their household if required by government guidance) and will arrange a confirmatory PCR test for the staff member only. ● All LFD test results will be provided to the NHS and directly to the school via Tracey Taylor. ● School Governing body reserves the right to discipline staff where test results haven't been appropriately communicated ● Individuals who test negative will continue to follow national and local rules and guidelines including regular handwashing, and wearing face coverings, where required ● Individuals who get a void result will take another test using a new test kit but not reuse anything from the first kit. ● Where positive cases are identified in staff members Tracey Taylor will carry out further investigations in line with local outbreak procedures to determine whether transmission may have taken place on the premises and reporting to the Health and Safety where this may be the case 	<ul style="list-style-type: none"> ● All education and childcare settings must have an Outbreak Management plan, describing what they would do if children, pupils, students or staff test positive for COVID-19, or how they would operate if they were advised to reintroduce any measures described in this document to help break chains of transmission. ●
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