

## Introduction.

This risk assessment template has been prepared to assist relevant duty holders in their effective management of the risk to people from Coronavirus (COVID-19). Duty holders should familiarise themselves with the most recent guidance published by the government before completing the risk assessment.

## Overview

The risk assessment template draws on the guidance published by the [Health and Safety Executive](#), [Public Health England](#) and the [Department for Business, Energy & Industrial Strategy](#), in accordance with the 'COVID-19 secure' guidelines. It has been aligned with the Department of Education [Guidance for full opening – schools](#) (July 2020, updated Jan 2021) and the [national lockdown guidance](#) (5<sup>th</sup> Jan 2021).

## Context

Coronavirus COVID-19 may be present in minute water droplets that are expelled from the body through sneezing, coughing, talking and breathing. The virus can be transferred to the hands and from there to surfaces. It can survive on surfaces for a period after transfer (depending on such things as the surface type, its moisture content and temperature). Most people infected with the virus experience disease with mild or moderate symptoms, however a significant minority become severely unwell requiring hospitalisation and for some people the disease is fatal. The risk of serious disease and death are unevenly distributed, the population groups at increased risk are:- older people, people with pre-existing health conditions, men, people from BAME communities. The virus is at high level across the UK.

## Basic Principles.

The control measures follow the basic principles outlined in the DfE [Guidance for full opening – schools \(July2020\)](#) (updated on 28<sup>th</sup> Aug 2020) provided by government around people with symptoms staying at home, hand and respiratory hygiene, enhanced cleaning, engagement with NHS test and trace, maintaining social distancing to the maximum possible within the school layout. Those in a higher risk group will be considered specifically. A clear procedure will be in place in the event of person(s) displaying the symptoms within the school community and the application of self isolation for the case and household contacts.

## The Risk Assessment.

This document is intended to be a living document applicable for the duration as required.

It will therefore be subject to regular review and revision as change occurs and assessed needs direct in order to ensure its continued adequacy, in so far as it is reasonable practicable to do so. If events change on the day, dynamic assessment based upon professional judgement will direct the necessary additional control measures.

As an employer, you must protect people from harm. This includes taking reasonable steps to protect your workers and others from coronavirus. This is called a risk assessment and it'll help you manage risk and protect people.

You must:

- identify what work activity or situations might cause transmission of the virus
- think about who could be at risk
- decide how likely it is that someone could be exposed
- act to remove the activity or situation, or if this isn't possible, control the risk.

## Consultation.

The Trust will consult with their workforce and trade union representatives as part of putting measures in place. Involving them promotes ownership and demonstrates that you take their health and safety seriously. All staff, Governors, parents and Trustees will be regularly informed and updated.

## Equalities.

The risk assessment includes specific review of the potential higher risks to people on basis of gender, ethnicity and disability. See section 9.

Risk Assessment	COVID-19 arrangements for Autumn Term 2020	
School	Bader Primary School	
	Version 5 (14 <sup>th</sup> Jan 2021)	

Task/Activity:	<b>Implementing Protective Measures to Mitigate against Covid-19 Infection</b>
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Author:	David Hodgson Headteacher	Date:	12.01.21
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Quality Assurance Check by competent person	John McCann Director of Finance and Operations	Date:	14.01.2021
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Activity to Manage (ref to page in Sept Dfe Guide)	Current Control Measures	Additional Control Measures <i>Any further control measures that the School will adopt?</i>	Action by who?	Action by when? <i>Give a deadline</i>	Done Record when completed.
1. Community level of Risk (P31)	<p>In the event of notification of 'local lockdown' or national lockdown being reintroduced, the school will follow the national guidance as set out by the DfE.</p> <p>In the case that the school closes, due to lockdown or it is unable to remain open for safety or capacity reasons, inform the LA using TellUsOnce <a href="http://www.stockton.gov.uk/tellusonce">www.stockton.gov.uk/tellusonce</a></p> <p>The Government announced a new national lock down on Monday 4th January with effect from 5th which 'closed' (open for critical worker and vulnerable pupils) schools until Feb half term.</p>	<p>Where the infection rate locally is above 1, and the Council are advising their schools to close (partially or in full), the Trust schools will act in step with Stockton Council.</p> <p>The Trust will follow the <a href="#">DfE national guidance</a> for the Jan 2021 national lockdown in England. This is reflected in this updated Risk Assessment V5.</p> <p>As a result of the third national lockdown the school has reduced its intake to critical worker families and vulnerable pupils only. The regime of controls in the Risk Assessment will be fully applied to the smaller bubbles operated for those attending.</p> <p>The Trust is in regular contact with Stockton Council via the Director of Children's Services and Stockton Public Health Team.</p>	<p>CEO and Gold Command</p> <p>Head</p> <p>All staff</p> <p>Gold Command</p>	<p>On-going</p> <p>From 5<sup>th</sup> Jan 21</p>	

<p><b>2. Prevention of Covid19 contamination (P6)</b></p>	<p>Clear guidance to parents and staff that those displaying the symptoms should not attend school, should remain at home, self-isolate and inform school.</p>	<p>Letter/email shared with parents/carers/staff inc. on website and guidance given to staff at the start of term. NHS letter &amp; further guidance (inc.posters) included on COVID-19 section of website.</p> <p>Regular communication to parents and adopted the Close and Not Close contact template letters. Staff advised if feeling unwell and in any doubt, to get a test and not come into work.</p>	<p>HT</p>	<p>July 2020</p> <p>Sept 2020</p> <p>Oct 2020</p>	<p>Done</p> <p>Done</p> <p>Ongoing</p>
<p><b>3 Safely managing pupils / staff who display symptoms at school</b></p> <p>(P6-7)</p> <p>(P12 – 14)</p> <p>Updated 14/12/2020</p>	<p>People showing the symptoms of Covid19 in school (a new, continuous cough and/or a high temperature and/or has a loss of, or change in, their normal sense of taste or smell) must be sent home.</p> <p>They should follow '<a href="#">stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</a>'. It sets out that they must self-isolate for <b>at least 10 days</b> and should <a href="#">arrange to have a test</a> to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate until the test result is known or for <b>10</b> days from when the symptomatic person first had symptoms.</p> <p>If a child is awaiting collection they should be moved, if possible, to a well ventilated room where they can be isolated behind a closed door, depending on the age of the child and</p>	<p>Written document of procedure and the space to be used to be recirculated to all staff</p> <p><i>Meeting room used as isolation room while awaiting collection</i> – if needing toilet, go to disabled/staff toilet</p> <p><b>Managing symptoms at school</b> Where a suspected case has occurred, the Head will be informed and determine whether to direct staff and parents to immediately contact NHS 111 and request a test for: the member of staff in the Bubble the pupil with the symptoms</p> <p>Should the symptomatic person be a staff member, they must inform the Head and give details on who they may have been in contact with and then go home.</p> <p>Where one or more members of a Bubble of pupils and staff, have suspected Covid19 symptoms, the whole group will be deemed 'close contacts'. Those 'close contacts' should closely monitor for any of the symptoms but should attend school if symptom free.</p> <p>The household of the person with the symptoms should follow the Governments' '<a href="#">stay at home: guidance for households with possible or confirmed</a></p>	<p>All staff</p> <p>HT responsible for informing</p> <p>HT/SLT</p> <p>Head will determine if Covid19 procedure is to be enacted</p>	<p>On-going</p> <p>On-going</p> <p>On going</p>	

	<p>with appropriate adult supervision if required.</p> <p>If it is not possible to isolate them, move the student to an area which is at least 2 meters away from other people.</p> <p>PPE should be worn by staff caring for the child whilst they await collection, if a distance of 2m cannot be maintained.</p> <p>If they require the use of toilet facilities whilst waiting to be collected, they should use a separate toilet, if possible, to all other students. The facilities should be cleaned and disinfected using standard cleaning products before being used by other persons.</p> <p>Everyone involved must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser. The area around the person with symptoms must be cleaned with normal household disinfectant after they have left to reduce the risk of passing the infection on to other people.</p> <p>Should the symptomatic person be a staff member, they must self-isolate and their class/classes, workstation, desk, chair and other frequently used items within the School should be cleansed.</p>	<p><a href="#">coronavirus (COVID-19) infection</a> including going into self-isolation.</p> <p><b>Test Results</b> Parents/staff should inform the school immediately of the results of any test.</p> <p>Where the test result is <b>positive</b> (the person has Covid19). The school will inform:</p> <ul style="list-style-type: none"> <li>• Stockton Public Health team - 01642 528 474 or email <a href="mailto:COVIDoutbreak@stockton.gov.uk">COVIDoutbreak@stockton.gov.uk</a></li> <li>• The Chief Exe of the 1590 Trust.</li> </ul> <p>The 'close contacts' of that person will be sent home, to <b>self-isolate for 10 days (from last contact)</b>. The other household members of those 'close contacts' do not need to self-isolate unless the pupil or staff member they live with in that group, subsequently develops symptoms.</p> <p>If the test result is <b>Negative</b> (no Coronavirus identified)</p> <ul style="list-style-type: none"> <li>• then return to school if feeling well and symptom free (with the exception of ongoing cough or loss of sense of smell/taste)</li> <li>• other members of household no longer need to self-isolate, if symptom free.</li> </ul> <p>'Close contacts' of someone who has tested negative should closely monitor for any symptoms of COVID-19 but should attend school if asymptomatic.</p> <p>This procedure to be shared with staff and parents.</p> <p><b>Letters for close contacts/not close contacts refined. All information posted on school website.</b></p>			
<p>3b Engaging with NHS Track and Trace (P12)</p>	<p>Schools should contact the local health protection team. This team will also contact schools directly if they become aware that someone who has tested</p>	<p>The school is the defacto track and trace agency for the school community during term time.</p>	<p>HT</p>	<p>On-going</p>	



	<p>touch screens, door handles, desks, seats, light switches, toilets, sinks etc.</p> <p>Where possible, all spaces should be well-ventilated using natural ventilation.</p> <p><i>To balance the need for increased ventilation while maintaining a comfortable temperature, the following measures should also be used as appropriate:</i></p> <ul style="list-style-type: none"> <li>· <i>opening high level windows in preference to low level to reduce draughts</i></li> <li>· <i>increasing the ventilation while spaces are unoccupied (e.g. between classes, during break and lunch, when a room is unused)</i></li> <li>· <i>providing flexibility to allow additional, suitable indoor clothing. For more information see <u>School uniform</u></i></li> <li>· <i>rearranging furniture where possible to avoid direct drafts</i></li> </ul>	<p>Each class has its own cleaning pack Doors propped open with wedges to avoid touching handles</p> <ul style="list-style-type: none"> <li>● Staffroom, Toilets &amp; Offices deep clean</li> <li>● No outside items to be brought into school or bubble.</li> <li>● Windows and doors open to outside wherever possible* (<a href="#">see below</a>)</li> <li>● All windows opened and internal doors open to avoid touching handles</li> <li>● Computer suite not in use</li> </ul> <p>and shared offices / staffroom – please refer to guidance issued by the DFE 22.10.20:</p> <p>During Winter heating should be used as necessary to ensure comfort levels are maintained particularly in occupied spaces.</p> <p>Enhanced daily midday cleaning of toilet areas/common 'touch' points.</p>	<p>Cleaning team</p> <p>Cleaning team</p> <p>Bubble staff</p> <p>Office</p> <p>Cleaning team</p> <p>HT/Cleaning staff</p>	<p>17.7.20</p> <p>14.7.20</p> <p>14.7.20</p> <p>14.7.20</p> <p>14.7.20</p> <p>Nov 20</p>	<p>On-going</p> <p>On-going</p> <p>5.9.20</p> <p>On-going</p> <p>17.7.20</p>
<p><b>6.</b> Minimise contact between individuals and maintain social distancing wherever possible.</p> <p>(P8 – 11)</p> <p>Updated 02.10.2020</p>	<p>Minimising contacts and mixing between people reduces transmission of coronavirus (COVID-19). Schools must do everything possible to minimise contacts and mixing.</p> <p>The overarching principle to apply is reducing the number of contacts between children and staff.</p> <p>This can be achieved through keeping groups separate (in 'bubbles') and through maintaining distance between individuals. The main purpose of the</p>	<p>All staff and pupils will remain within their designated bubble (Year group) and not mix with others during the school day.</p> <p><a href="#">Staff wear face coverings in communal areas &amp; when speaking to parents start/end of school day. Parents requested to wear face coverings at school gates.</a></p> <p>Use of 'bubbles' of pupils and staff which will be self-contained remains the key control. The bubbles for the school are listed in Annex C. The bubble will operate for the full day to minimise the risk of contamination. They will not mix with other bubbles. See below for peripatetic staff.</p>	<p>HT to communicate plans to staff and parents All staff to ensure their areas are ready for children to return.</p> <p>All staff</p> <p>HT/all staff</p>	<p>July/Sept 2020 October 2020 November 2020</p>	<p>Done</p>

	<p>bubble is to reduce contamination and to support 'track and trace' when that is operational.</p> <p>It is likely that for younger children the emphasis will be on separating groups, and for older children it will be on distancing.</p> <p>Staff to minimise time spent face to face and/or within 1m of pupils. It is acknowledged this will not be possible on a consistent basis.</p>	<p>Assemblies and mass events are suspended. Visual assemblies by zoom introduced. A seating plan will be maintained to identify who may need testing in event of a case. Seating will be forward facing where possible. N/R/Y1 operate in grouped tables within their bubble.</p> <p>Each group using a separate outside door for entry to the classroom, manned by adult.</p> <p>Parents notified of which entrance to use. Staff outside at start of day and end of day to ensure families know where they are going. Staggered timings to reduce numbers of people at one time at start and end of school day.</p> <p>All staff to maintain social distancing from other adults, including the staff room. Staggered lunch for staff. Limited numbers of staff in staffroom. Staff meetings by zoom.</p>	<p>All staff</p> <p>HT</p> <p>HT/SLT</p>	<p>October 2020</p> <p>July/Sept 2020</p> <p>September 2020</p>	<p>Done</p> <p>Done</p> <p>Done</p>
<p>Updated 02.10.2020</p>	<p>Peripatetic staff will maintain social distance and be outside the 'bubbles'.</p>	<p>Children delivered to sports coach either outside or hall. Sports coach to base himself in IT suite (not bubble)</p> <p>Sports coach to operate within a cordoned 2m zone at all times (except in an emergency)</p> <p>Recovery teacher to base herself within a cordoned 2m zone at all times while teaching (except in an emergency)</p> <p>Reading champion to base herself within a cordoned 2m zone while teaching &amp; observe social distancing when not (except in an emergency)</p>	<p>HT / Sports Coach</p> <p>HT / Recovery Teacher and Reading Champion</p>	<p>Oct 2020</p> <p>Oct 2020</p>	<p>Done</p>
<p>Dec 20</p>		<p>Review year bubbles to see if can drop down to class only – further segregation in playgrounds and for lunch</p> <p>Bubbles during lock down 3 are smaller</p>	<p>Head</p> <p>Head</p>	<p>20/11/20</p> <p>8/1/21</p>	

6a. Outdoor learning space	Outdoor spaces may be utilised for lessons where practicable.	Boundaries set so bubbles do not mix when outdoor Playtime rota  Rota in place for outside zones.	HT/DHT All staff	July 2020	
7. Safe provision of lunch (P22)	School kitchens can continue to operate, but must comply with the <a href="#">guidance for food businesses on coronavirus (COVID-19)</a> .	Agreed with Catering team that all lunches supplied will be 'grab bags' (ie packed lunch) or family provided packed lunches.  Dining hall will be used for packed lunches for Reception/Y1 children as insufficient room in classrooms.  Limited choice of hot food supplied, collected by bubble staff (timetabled). <i>Packed lunches will be collected by each bubble, who will eat outside where possible or use the classroom space if not.</i>	HT  Catering team  EY/Y1 staff  All staff/lunchtime supervisors	July 2020  September 2020  September 2020	
8. Use of Personal Protective Equipment (PPE) (P11- 12)	PPE should only be in circumstances of students receiving intimate personal care that already involves PPE Or if a student becomes unwell / symptomatic and needs direct personal care until they can return home.  If contact with the student is necessary, then disposable gloves, disposable apron and fluid resistant surgical facemask should be worn by the supervising adult.  If a risk assessment determines that there is a risk of splashing to the eyes, for example a student coughing, spitting or vomiting then eye protection should also be worn.	PPE available in each classroom, only to be used for circumstances listed. 'Grab bag'  PPE supplies will be obtained for each school.  'Grab bag' containing PPE will be kept in each bubble so staff who may have to deal with an incident requiring coming into physical contact with pupils have immediate access to PPE to protect them.  Used items will be carefully disposed of at the end of the incident and a new grab bag issued  Staff and pupils involved will thoroughly wash their hands after any incident involving PPE	HT  Office staff  Office staff  All staff	September 2020  September 2020  On-going  On-going	
9. Vulnerable People	Individuals who were considered clinically <b>extremely vulnerable</b> and received a letter advising them to shield	Case by case review for those in <a href="#">clinically extremely vulnerable groups</a> and <a href="#">clinically vulnerable groups</a> .	HT		Done – 1 member of staff sent

<p>(P18 – 20)</p> <p>Updated 02/10/2020</p> <p>Updated for the national lockdown 2</p> <p>Updated for lockdown 3</p>	<p>are now advised that they can return to work from 1 August as long as they maintain social distancing.</p> <p>The <a href="#">guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19</a>.</p> <p>These staff should work remotely where possible or in roles in school where it is possible to maintain social distancing.</p> <p>People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace.</p> <p><b>Clinically vulnerable</b> are advised to follow the relevant guidance available for <a href="#">clinically vulnerable people</a>.</p>	<p>During the lockdown, <b>clinically extremely vulnerable staff will work from home as per the revised guidelines.</b></p> <p><b>Clinically extremely vulnerable pupils</b></p> <p>The school will contact the families of children who are <b>clinically extremely vulnerable</b> and discuss with them and their Clinician the appropriate arrangements on a case by case basis.</p> <p><b>Clinically vulnerable</b> staff can continue to attend school during the lockdown. Staff will be individually risk assessed, taking into account the national guidance.</p> <p>All Risk Assessments carried out by Trust HR, using the Trust Vulnerable Individual Risk Assessment guidance to ensure consistency.</p> <p><b>Pregnant staff</b> Pregnant women are in the 'clinically vulnerable' category and are generally advised to follow the above advice, which applies to all staff in schools. More <a href="#">guidance and advice on coronavirus (COVID-19) and pregnancy</a> is available from the Royal College of Gynaecologists.</p> <p><b>Other at risk groups</b> The Trust has considered on case by case basis any additional risk arising from Covid19 to BME staff and staff with disabilities.</p> <p>Vulnerable staff to wear appropriate PPE &amp; not be based in EY/KS1 where social distancing is not possible.</p>	<p>HT</p> <p>Head / SenCO</p> <p>HR Manager/HT</p> <p>HR Manager</p>	<p>November 2020</p> <p>Re done Jan 2021 by HRM</p>	<p>home to shield</p>
<p>10. First Aid</p>	<p>The school's first aid assessment will be reviewed to ensure an adequate provision, including at least one paediatric First Aider present at all times in Primaries.</p>	<p>Consider pupil ratio, location of first aid provision, lunchtime supervision, and workforce understanding of dealing with a potentially symptomatic person.</p> <p>Each class to have a first aid kit in it.</p>			

	<p>Appropriate PPE to reduce the likelihood of cross contamination.</p> <p>Consider an increased likelihood of skin irritations such as eczema and dermatitis, due to frequent handwashing.</p> <p>Guidance for first responders available <a href="#">here</a></p> <p>Advice from the St John Ambulance is available <a href="#">here</a>.</p>	<p>First aid trained staff should be encouraged to maintain this key role. Staff should be updated in the additional risks associated with treating persons during the COVID-19 situation and how to improve the way they handle injured, unwell or symptomatic people.</p> <p>All classes have a grab bag which contains PPE which can be used in COVID suspected cases.</p> <p><i>Designated isolation room (Meeting room)</i></p> <p><i>Staff have First aid bag in class and outside</i></p> <p><i>Designated First Aider on premises at all time. All permanent teaching assistants &amp; EY phase lead have paediatric/basic first aid training.</i></p>	<p>HT/Office</p> <p>HT/All staff</p> <p>HT/All staff</p> <p>HT/All staff</p>	<p>17.7.20</p> <p>17.7.20</p> <p>17.7.20</p> <p>17.7.20</p>	<p>17.7.20</p> <p>17.7.20</p> <p>17.7.20</p> <p>On-going</p>
<p>11 Updated Fire Management arrangements</p>	<p>The premise fire risk assessment shall be reviewed and updated to include information on emergency evacuation procedures in line with safe social distancing.</p> <p>All relevant fire safety equipment and systems shall be tested before the premises are fully re-occupied.</p>	<p>This would include: -</p> <ul style="list-style-type: none"> <li>● a full functional test of the fire detection and alarm system using multiple call points across the site and involving the call receiving centre if appropriate.</li> <li>● a full discharge test of the emergency lighting system across the site</li> <li>● a visual inspection of all fire extinguishers to ensure that they are correctly located, full and not obviously damaged</li> <li>● checking that fire escape routes are clear of any obstructions</li> <li>● checking that final fire escape doors are unlocked and operational</li> <li>● checking the operation of internal fire doors to ensure that they close properly</li> <li>● checking that automatic fire dampers, smoke venting and smoke extraction systems are operational.</li> </ul>	<p>HT/DHT/Office</p>	<p>Weekly On-going</p>	

<p>12. Ensure statutory checks are up to date</p>	<p>During the COVID-19 closure, statutory maintenance around lifts and lifting equipment, in law, should have continued, where practical.</p> <p>Employers must also consider whether equipment that has not been used for an extended period of time needs a statutory inspection even if one is not due.</p>	<p>Duty holders, must therefore ensure that statutory inspections on :-</p> <ul style="list-style-type: none"> <li>● lifting equipment</li> <li>● pressure systems</li> <li>● fixed electrical systems [ electrical installation condition surveys ]</li> <li>● portable appliance testing</li> <li>● gas appliances, etc</li> </ul> <p>are 'in date' prior to the reoccupation of buildings.</p>	<p>HT 1590 Premises Team Office</p> <p>Lifts n/a</p>	<p>14.7.20</p>	
<p>13 Review behaviour policy (P29)</p> <p>Updated 02 10 2020</p>	<p>The school shall review its pupil behaviour policy to ensure it accommodates COVID-19 incidents.</p>	<p>Use the Annex to the Government guidance on reopening Primary School as structure for an Annex to the school behaviour policy. Review and update for Sept opening. Appendix to home/school agreement written &amp; sent out to parents/carers.</p>	<p>HT</p> <p>HT</p>	<p>June 2020</p> <p>Sept.2020</p>	<p>Done</p> <p>Done</p>
<p>14 Individual pupil risk assessments</p>	<p>Consider pupils who have not previously required a risk assessed but who may now present with a risk :</p> <ul style="list-style-type: none"> <li>● pupils who need specific care, which cannot be delivered whilst ensuring social distancing</li> <li>● potentially violent pupils, especially those with a known risk of spitting and/or requiring physical restraint.</li> </ul>	<p>Keep under consideration off site / online provision for those pupils who are identified as a safety risk re violence/spitting/biting etc</p>	<p>HT</p>	<p>On-going</p>	
<p>15. Visitors impair the social distancing and safety measures of the school</p>	<p>Signing in of all visitors, issuing badging and escorted on site</p>	<p>No general visitors / parents allowed within the school buildings (other than in emergency)</p> <p>Access by phone and email. Communication with parents on drop off and pick up arrangements:</p> <ul style="list-style-type: none"> <li>- one parent per pupil(s)</li> <li>- remain 2m apart</li> <li>- depart the area straight away</li> <li>- use the designated entrances for the class or year group</li> </ul>	<p>HT</p>	<p>June 2020</p>	<p>Done</p>

<p>Updated 02.10.2020</p>		<p>do not enter the school.</p> <p><i>External agencies/services providing a service to the school need to provide in advance, their own Covid19 risk assessment to demonstrate how they can work safely within the school.</i></p> <p>Visitor policy updated with COVID-19 (Appendix 1) added. Shared with visitors &amp; included on school website.</p>	<p>HT</p>	<p>Sep 2020</p>	<p>Done</p>
<p>16. Control of Contractors impair the social distancing and safety measures of the school</p>	<p>Where contactors are required to attend site for emergency, cyclical and routine maintenance then the School's safe social distancing, hygiene and other associated control measures must be communicated to the visiting contractor, and enforced.</p> <p>Control of contractors documentation should be updated and made available in preparation of the contractor attending site.</p> <p>Deliveries on site are to be organised to ensure minimal physical handover is undertaken, larger deliveries can be allocated a drop off area for staff to collect.</p>	<p>Existing controls are robust</p>	<p>HT Office</p>	<p>On-going</p>	
<p><b>17. Testing for staff</b></p>	<p>On 13 January (DfE) confirmed that primary schools, including school-based nurseries and maintained nursery schools, should expect to receive a delivery of home testing kits from 18 January for testing of staff.</p>	<p>The DfE is making available lateral flow testing kits for self administered asymptomatic testing for primary school staff.</p> <p>To review and set up operating procedures to support testing for those staff who wish to use. To work with the rest of the Trust, including the 'testing centre' at Conyers school. To reinforce messaging that this supplements but does not replace existing controls.</p>	<p>Gold Command</p>	<p>22/01/2021</p>	

<b>18. Any site specific issues</b>		n/a			
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This Risk Assessment will be updated in light of new guidance, changing risk levels and experience.

	Name	Date	Comments
1 <sup>st</sup> review by	John McCann	8 <sup>th</sup> Sept 2020	Updated due to changes in national guidance. Updated sections 3, 9 and 15.
2 <sup>nd</sup> Review	David Hodgson and John McCann	2 <sup>nd</sup> Oct 2020	Updated following positive case and public health advice, sections updated 1, 3, 6, 9, 13 and 15
3 <sup>rd</sup> Review	David Hodgson and John McCann	11 <sup>th</sup> November 2020	National lockdown 2 and experience of closure of Bubbles. Updated sections 1, 2, 3, 5, 6, 7 and 9
4 <sup>th</sup> Review	David Hodgson and John McCann	14 <sup>th</sup> December 2020	Isolation period for self-isolators reduced from 14 to 10 days with effect from 14.12.20. Section 3
5 <sup>th</sup> Review	David Hodgson and John McCann	14 <sup>th</sup> January 2021	National Lockdown 3 and various related DfE Guidance Updated sections 1, 5, 6, and 9. Section 17 added.

## Annex A. Sharing the results of your risk assessment

You should share the results of your risk assessment with your workforce and you may wish

to consider publishing the results on your website.

Below you will find a notice you should display in your workplace to show you have followed this guidance.

**Staying COVID-19 Secure in 2020**

We confirm we have complied with the government's guidance on managing the risk of COVID-19

**FIVE STEPS TO SAFER WORKING TOGETHER**

- ✓ We have carried out a **COVID-19 risk assessment** and shared the results with the people who work here
- ✓ We have **cleaning, handwashing and hygiene procedures** in line with guidance
- ✓ We have taken all reasonable steps to **help people work from home**
- ✓ We have taken all reasonable steps to **maintain a 2m distance** in the workplace
- ✓ Where people cannot be 2m apart, we have done everything practical to **manage transmission risk**

Employer \_\_\_\_\_ Date \_\_\_\_\_

## **Annex B. Links to current guidance.**

[Talking with your workers about preventing coronavirus HSE.](#)

[Working Safely during the coronavirus outbreak – a short guide HSE.](#)

[Coronavirus \(COVID-19\): Guidance for Schools and other educational settings](#)

[Coronavirus \(COVID-19\): Implementing protective measures in education and childcare settings](#)

[Stay at home: guidance for households with possible Coronavirus \(COVID-19\) infection](#)

[Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19](#)

[Guidance for full opening: schools 5<sup>th</sup> November 2020](#) - lockdown guidance issued to schools by DfE re the new national restrictions

[guidance and advice on coronavirus \(COVID-19\) and pregnancy](#) the Royal College of Gynaecologists.

## **New (Jan 2021)**

[Restricting Attendance in Schools during the national lockdown](#)n - lockdown 3 guidance from DfE 7<sup>th</sup> Jan 2021

COVID-Secure floor stickers, [footprints, directional signage, catch it - bin it - kill it , hand and respiratory hygiene etc] may be obtained from Xentrall Design & Printing Services.

Contact [Chris Stansmore](#) or tel. 01642 – 524502

## Annex C. The Bubbles

Having assessed the school site, using the Department for Education guidance on reopening schools these are the 'bubbles' that can be accommodated within Bader Primary School.

<b>A. Bubble</b> (Assigned group / year / class)	<b>B. Location</b> (Classroom / teaching space)	<b>Teacher</b>	<b>Support staff</b>
Nursery	AM /PM Nursery	Mrs Attwood Miss Bryson	Miss Tierney Miss Wolfenden Mrs McLean
Reception	RDK	Mrs Douthwaite/Mrs Kirton	Mrs Brown
	RSA	Mrs Ayre	Mrs Colman
Year 1	1SJ	Mrs Jones	Miss McCoy
	1SA	Miss Adams	Mrs Brennan Mrs Bell
Year 2	2SJ	Mrs Jatwa	Mrs Heal-Betts Miss Crowther
	2CF	Miss Ferens	Mrs Bryan
Year 3	3MW	Miss Weir	Miss Foster
	3HM	Mrs Mudgway	Mrs Kennard
Year 4	4AB	Miss Beckwith	Mrs Charnock
	4SD	Miss Dunn	Mrs Watson
Year 5	5CR	Miss Rider	Miss Alder
	5HR	Miss Robson	Mrs Bradley Miss Head
Year 6	6HL	Miss Horrigan/Miss Logan	Miss Hodgson

Staff outside Bubbles	<p>Sports coach to base himself in IT suite (not bubble)</p> <p>Sports coach to operate within a cordoned 2m zone at all times (except in an emergency)</p> <p>Recovery teacher to base herself within a cordoned 2m zone at all times while teaching (except in an emergency)</p> <p>Reading champion to base herself within a cordoned 2m zone while teaching &amp; observe social distancing when not (except in an emergency)</p>
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Risk Assessment template prepared by:

Stockton on Tees Borough Council's  
Health and Safety Unit,  
Finance Business Services,  
1<sup>st</sup> Floor, Municipal Buildings,  
Church Road,  
Stockton on Tees,  
TS18 1LD

Tel:- 01642 528197  
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