

**Bishop Chadwick Catholic Education Trust**  
**St. Anthony's Girls' Catholic Academy Sunderland**

**Infection Control COVID-19 General Risk Assessment Form – VERSION v 21.08.2020.**

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:</b> <b>05.20</b> <b>Date of most recent assessment:</b> 09.09.2020
<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 21.08..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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RISK RATING		Likelihood		
		Probable Occurs repeatedly, to be expected or could affect large number of people	Possible Could occur sometime or effect a few people	Remote 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
	<b>Minor</b> First aid treatment	Medium	Low	Low

H&S Manual	Form	Version	Issue Date	Next Review	Page 1
	Risk Assessment	13	September 2019	September 2022	/35

The school was 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** – covid-19 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 3** – covid-19 September 1<sup>st</sup> onwards.

H&S Manual	Form	Version	Issue Date	Next Review	Page 2
	Risk Assessment	13	September 2019	September 2022	/35

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](#) [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 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.

H&S Manual	Form	Version	Issue Date	Next Review	Page 3
	Risk Assessment	13	September 2019	September 2022	/35

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H&S Manual	Form	Version	Issue Date	Next Review	Page 4
	Risk Assessment	13	September 2019	September 2022	/35

Hazards / issue	Risk rating H/M/L (before)	Controls already in place	Further Action required	Risk Rating H/M/L (after)	By Whom & When
Limiting the Spread of Coronavirus (COVID19) to the school community.	L	<i>Staff working with children arrive on site prior to the start of the school day.</i>	<i>Students and Staff displaying symptoms will <b>not be</b> permitted into school until <u>10 day isolation is completed or test is carried out and results received.</u></i>	L	<b>Parents/ carers and staff- ongoing - ML and FC – ongoing.</b>
	L	<i>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.</i>	<i>Parents/carers and staff advised to report to SLT any symptoms of COVID 19 within their household.</i>	L	<b>Head teacher ongoing. JL to issue letter(s) – ongoing.</b>
	M	<i>(Some concerns that a small minority of parents may not fully understand government guidance).</i>  <i>Head teacher has reminded 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 <u>the Guidance for households with possible coronavirus infection</u></i>	<i>Pastoral staff/form tutors are to regularly undertake simple reminders for parents who have a limited grasp of gov. guidance.</i>	L	<b>All staff working with HT- ongoing.</b>
	L	<i>Staff working in other services report to the relevant line manager.</i>	<i>The Governing body of the school are to be informed of staff members and Parent/Carers summary concerns.</i>	L	<b>Head teacher in</b>

H&S Manual	Form	Version	Issue Date	Next Review	Page 5
	Risk Assessment	13	September 2019	September 2022	/35

		<p><i>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.</i></p>	<p><i>Parents will be reminded regularly of the protocols surrounding collection of students during the school day. Pastoral staff will conduct necessary meetings by telephone.</i></p>		<p><b>place – weekly link with Chair of Governors.</b></p>
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H&S Manual	Form	Version	Issue Date	Next Review	Page 6
	Risk Assessment	13	September 2019	September 2022	/35

Hazards / issue	Risk rating H/M/L (before)	Controls already in place	Further Action required	Risk Rating H/M/L (after)	By Whom & When
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>  <b>As above.</b>  <b>As above.</b>
	L	<i>Students have been 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 offer advice 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	
	L	<i>Students continue to 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 requested not to drop off and collect students directly outside of school.</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>Reminders will be given 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	

H&S Manual	Form	Version	Issue Date	Next Review	Page 7
	Risk Assessment	13	September 2019	September 2022	/35

<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 including those who are pregnant, the DfE have advised that they can attend the school.</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>
<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>Staff will report any ongoing concerns to SLT and support will be offered as requested to facilitate the 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 using pre-prepared resources on the virtual learning platform. .</i></p> <p><i>Staff need to be familiar with the clinically vulnerable and vulnerable categories.</i></p>	<b>L</b> <b>L</b> <b>L</b>	<p><b>SLT-ongoing.</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>

H&S Manual	Form	Version	Issue Date	Next Review	Page 8
	Risk Assessment	13	September 2019	September 2022	/35



<p><b>Entrance to the school site and buildings.</b></p>	<p><b>M</b></p>	<p><i>Access to the school site is controlled, several different entrance gates are used to allow students access to the school site while maintaining 'bubble' arrangements.</i></p> <p><i>Westburn gate will 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 students who have an academic lesson period 1 will have staggered start times (8.30-9.00am).</i></p> <p><i>Parents have been advised via school communication links that only one parent/carer is permitted to drop off/ pick up their child.</i></p>	<p><i>Staff will be 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 will be 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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H&S Manual	Form	Version	Issue Date	Next Review	Page 9
	Risk Assessment	13	September 2019	September 2022	/35

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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<p><b>Entrance to buildings and site (cont).</b></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. 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>Sixth Form students who have a study period at the start of the day have been instructed to come in for the start of their first lesson to reduce numbers arriving on site at the same time.</i></p> <p><i>In Gabriel House an additional entrance has been created with extra handwashing facilities and a one-way system implemented.</i></p> <p><i>Students and staff will wash their hands at the start of the school day.</i></p> <p><i>Students that may need support to</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 are secured at the start of the school day.</i></p> <p><i>There is a gate duty rota of Senior Staff to ensure safe exit from site</i></p> <p><i>Further reminders will be sent out to students and parents via Twitter, school coms and letter. .</i></p>	<p><b>L</b></p>	<p><b>All staff – ongoing.</b></p> <p><b>In place with relevant PPE ongoing.</b></p>
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H&S Manual	Form	Version	Issue Date	Next Review	Page 10
	Risk Assessment	13	September 2019	September 2022	/35

		<p><i>wash their hands will be supported by a member of staff.</i></p> <p><i>Staff and students presenting with symptoms at the start of the school day will be isolated in the isolation room and next of kin/parents contacted.</i></p>			
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H&S Manual	Form	Version	Issue Date	Next Review	Page 11
	Risk Assessment	13	September 2019	September 2022	/35

<p><b>Maintaining infection control /hygiene standards within the school building and school site.</b></p>	<p><b>M</b></p> <p><b>M</b></p>	<p><i>NHS Guidance has been followed for the cleaning of non- health care settings and all cleaning team have received training in enhanced cleaning procedures from professional cleaning company. Cleaning rotas have been redone and extra staff deployed to ensure regular cleaning of touch points.</i></p> <p><i>Staff, parents and students have been asked to ensure that clothing is washed regularly.</i></p>	<p><i>Cleaning regime continues to be 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></p> <p><i>Government advice 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></p>	<p><b>M</b></p> <p><b>L</b></p>	<p><b>All staff ongoing.</b></p> <p><b>Clear information to students and parents in writing as well as verbal reminders – HT - ongoing.</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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H&S Manual	Form	Version	Issue Date	Next Review	Page 12
	Risk Assessment	13	September 2019	September 2022	/35

<p><b>Maintaining Infection Control. (cont)</b></p>	<p><b>H</b></p>	<p><i>Hand sanitiser is 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. 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 will 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 will be in place for the school using advice from trust external advisors working with senior staff and cleaning team. Staff will take responsibility for their own personal hygiene throughout the school day.</i></p> <p><i>Tissues will be made available in 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 will given to ensure that hands are dried thoroughly.</i></p> <p><i>Waste bins will be emptied throughout the school day and waste placed in the external bin store. The premises/technical staff (DC and PH) and Cleaning Lead (KVG) will raise any stock level concerns with SLT in relation to equipment/chemicals etc.</i></p>	<p><b>M</b></p>	<p><b>SLT, PH/DC and KVG – ongoing.</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-ongoing.</b></p> <p><b>Hand washing instructions visible and verbal reminders. Paper towels are available – KVG, PH/DC.</b></p>
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H&S Manual	Form	Version	Issue Date	Next Review	Page 13
	Risk Assessment	13	September 2019	September 2022	/35

		<p><i>Pupils are 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 simply cleaned on a frequent basis. Communal fridge doors, kettles, toasters and microwave doors, basins etc and water cooler handles are 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 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 are to be opened during the school day to allow natural ventilation.</i></p>	<p><i>All bins will be emptied at the end of each school day and contents placed in the external bin store.</i></p> <p><i>Parents advised to ensure that pupils wash their hands when they <b>return</b> to the home environment. 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>All staff – ongoing.</b></p> <p><b>PH/DC – daily.</b></p> <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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H&S Manual	Form	Version	Issue Date	Next Review	Page 14
	Risk Assessment	13	September 2019	September 2022	/35

Hazards / issue	Risk rating H/M/L (before)	Controls already in place	Further Action required	Risk Rating H/M/L (after)	By Whom & When
	<b>H</b>	<i>Staff are aware of the symptoms of corona virus ie. covid-19. Student /staff health needs are monitored and concerns appropriately managed by staff at all levels.</i>	<i>Continue to promote awareness and share updates and messages as required. 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 Health and Safety Team.</i>	<b>M</b>	<b>ML and FC – on-going – working with HT and trust.</b>

H&S Manual	Form	Version	Issue Date	Next Review	Page 15
	Risk Assessment	13	September 2019	September 2022	/35

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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H&S Manual	Form	Version	Issue Date	Next Review	Page 16
	Risk Assessment	13	September 2019	September 2022	/35



<b>Maintaining Infection Control.</b>	<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>Student remains in the isolation room until they can be collected.</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.</i>	<b>M</b>	<b>Head teacher and MMcD immediate.</b> <b>Head teacher immediate.</b>
	<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>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>JL has circulated testing information from the LA to all staff. All staff immediate.</b> <b>Written information to students and staff from HT.</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>10 day isolation completed</u>. Where Staff/students test positive SLT are to be contacted for advice and support.</i>	<b>M</b>	
	<b>H</b>	<i>A face mask need only be worn by a member of staff supporting the symptomatic pupil, if 2 metres cannot be maintained. If staff wish to wear face masks/visors at other times that</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>

H&S Manual	Form	Version	Issue Date	Next Review	Page 17
	Risk Assessment	13	September 2019	September 2022	/35

<p><b>Maintaining Infection Control.</b></p>	<p><b>H</b></p>	<p><i>is their choice. 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. In medical emergency the emergency services are to be contacted. Infection control risk assessment in place to manage all other biological hazards that may affect staff/students.</i></p> <p><i>The wearing of facemasks is compulsory in all communal indoor areas of the school where social distancing is not possible (except for those who are medically exempt from wearing them). Advice has been given on mask usage and parents have been given full information before the start of term. (see Trust documentation on the wearing of face coverings).</i></p>	<p><i>Masks to be provided for those students who are unable to provide their own mask.</i></p> <p><i>Ongoing reminders to students, staff and parents about the correct and appropriate usage of masks.</i></p>	<p><b>M</b></p>	
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H&S Manual	Form	Version	Issue Date	Next Review	Page 18
	Risk Assessment	13	September 2019	September 2022	/35

Hazards / issue	Risk rating H/M/L (before)	Controls already in place	Further Action required	Risk Rating H/M/L (after)	By Whom & When

H&S Manual	Form	Version	Issue Date	Next Review	Page 19
	Risk Assessment	13	September 2019	September 2022	/35

<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 – ongoing and weekly to Chair.</b></p> <p><b>PH/DC – daily.</b></p> <p><b>KVG and team.</b></p>
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H&S Manual	Form	Version	Issue Date	Next Review	Page 20
	Risk Assessment	13	September 2019	September 2022	/35

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>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>

H&S Manual	Form	Version	Issue Date	Next Review	Page 21
	Risk Assessment	13	September 2019	September 2022	/35

<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. 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 lefthand side of lobby/other areas where one-way</i></p> <p><i>Students are always supervised when moving within the building.</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. MMCD – in place. All staff – on-</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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H&S Manual	Form	Version	Issue Date	Next Review	Page 22
	Risk Assessment	13	September 2019	September 2022	/35

<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>
<b>Off-site transport and arrival at school.</b>	<b>M</b>	<i>City of Sunderland are liaising with transport providers to ensure social distancing takes place on transport vehicles. Many students will arrive by car or via Park Lane transport terminal. Students will be met by staff members at the usual entry point on the school site. There are no transport vehicles operational on-site.</i>	<i>Students and parents/carers will be made aware of the instructions to follow via the school's communication links.</i>	<b>L</b>	<b>SLT/ parents/ carers-on going.</b>  <b>In place daily.</b>

H&S Manual	Form	Version	Issue Date	Next Review	Page 23
	Risk Assessment	13	September 2019	September 2022	/35

<p><b>Welfare facilities.</b></p>	<p><b>M</b></p>	<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 reviewed to ensure social distancing.</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>	<p><b>L</b></p>	<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 place</b></p>
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H&S Manual	Form	Version	Issue Date	Next Review	Page 24
	Risk Assessment	13	September 2019	September 2022	/35



Hazards / issue	Risk rating H/M/L (before)	Controls already in place	Further Action required	Risk Rating H/M/L (after)	By Whom & When
Personal protective equipment (PPE).	M	<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 <u>washing practice</u>.</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>	L	<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>

H&S Manual	Form	Version	Issue Date	Next Review	Page 25
	Risk Assessment	13	September 2019	September 2022	/35

<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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H&S Manual	Form	Version	Issue Date	Next Review	Page 26
	Risk Assessment	13	September 2019	September 2022	/35

Hazards / issue	Risk rating H/M/L (before)	Controls already in place	Further Action required	Risk Rating H/M/L (after)	By Whom & When
First-aid provision and support with medication.	M	<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.</i></p> <p><i>Double bagging.</i></p> <p><i>Ensure that a stock of disposable gloves are available for staff use.</i></p>	<p>L</p> <p>L</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>

H&S Manual	Form	Version	Issue Date	Next Review	Page 27
	Risk Assessment	13	September 2019	September 2022	/35

<p><b>Emergency situations.</b></p>	<p><b>H</b></p>	<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>	<p><b>L</b></p>	<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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H&S Manual	Form	Version	Issue Date	Next Review	Page 28
	Risk Assessment	13	September 2019	September 2022	/35

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>	<i>Bubble washing, sanitising facilities.</i>	<b>L</b>	<p><b>physical distancing to occur in evacuation area (Thornhill Terrace) – MS/FC – ongoing.</b></p>

H&S Manual	Form	Version	Issue Date	Next Review	Page 29
	Risk Assessment	13	September 2019	September 2022	/35

<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 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 – ongoing.</b></p>
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H&S Manual	Form	Version	Issue Date	Next Review	Page 30
	Risk Assessment	13	September 2019	September 2022	/35

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>Any staff who are pregnant are to inform the Head Teacher. Pregnant staff consult with GP and midwife for individual advice and guidance. New and expectant mums complete the COVID-19 Risk Assessment (provided by Durham LA).</i>	<i>Guidance received from government. 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></i>	<b>L</b>	Staff/ Head teacher-on going
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H&S Manual	Form	Version	Issue Date	Next Review	Page 31
	Risk Assessment	13	September 2019	September 2022	/35

<p><b>Office areas.</b></p>	<p><b>M</b></p>	<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. Where available, windows are opened whilst the office area is in use. 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. 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>Antibacterial wipes are provided to be used by staff when using communal equipment e.g. photocopiers and printers.</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>	<p><b>L</b></p>	<p><b>JL, CD and all staff – ongoing.</b></p> <p><b>PH and DC – on-going.</b></p>
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H&S Manual	Form	Version	Issue Date	Next Review	Page 32
	Risk Assessment	13	September 2019	September 2022	/35



<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 school site.</i></p> <p><i>Visitors are always supervised whilst on the school site. Social distancing maintained. Absorbent material has been removed form lanyards and badges and these are stored for 72 hours and then disinfected before use.</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>L</b>	<b>All staff – ongoing.</b>
Hazards / issue	Risk rating H/M/L (before)	Controls already in place	Further Action required	Risk Rating H/M/L (after)	By Whom & When

H&S Manual	Form	Version	Issue Date	Next Review	Page 33
	Risk Assessment	13	September 2019	September 2022	/35

<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>	<i>This is on-going.</i>	<b>L</b>	<b>FF and team – on-going.</b>
<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="#"><u>Guidance for the public on the mental health and wellbeing aspects of coronavirus (COVID-19)</u></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>	<i>Staff to discuss concerns with the SLT Where need identified staff are to be referred to Occupational Health. Staff to be reminded of the counselling services available. Staff have access to a Chaplain.</i>	<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>	<i>Support and advice from external cleaning team who are employed by NHS in hospital cleaning. This is ongoing.</i>	<b>L</b>	<b>KVG and cleaning team and NTH (external advisors)</b>

H&S Manual	Form	Version	Issue Date	Next Review	Page 34
	Risk Assessment	13	September 2019	September 2022	/35

Date of assessment	Signatures
review	

H&S Manual	Form	Version	Issue Date	Next Review	Page 35
	Risk Assessment	13	September 2019	September 2022	/35