

Sir James Knott Nursery School Considerations for COVID-19 Risk Assessment Development Version 6.2 March 2021

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1.0 Introduction

The Considerations for COVID-19 Risk Assessment is a development document which will help schools identify relevant hazards and control measures. It is important that you don't just put your school name to it as that would not satisfy the law - and would not protect your employees.

Even where the hazards are the same, the control measures you adopt may have to be different from those in the examples to meet the particular conditions in your workplace. It is important to remember that a risk assessment is only effective if you and your staff act upon the controls included within. You must follow through with any actions required and review it on a regular basis, especially if you have identified that your planned control measures aren't working, and improvements can therefore be implemented within your school. As a result, any control measures which aren't relevant must be deleted.

The Management of Health and Safety at Work Regulations 1999, place a duty on all employers to make a suitable and sufficient assessment of the risks to the health and safety of their employees, whilst they are at work, and to others who may be affected by the employer's undertakings.

It is recommended that the School's risk assessment procedure should be developed by the Governing Body in conjunction with the Headteacher and members of the School Leadership Team and in accordance with the appropriate legislation the operational day-to-day responsibility for the management of Health & Safety is a School responsibility.¹ The Health and Safety at Work Act 1974 places overall responsibility for health and safety with the employer, this varies with the type of school, the table below details this.

School Type	Employer
Community schools	North Tyneside Council (2)
Community special schools	
Voluntary controlled schools	
Maintained nursery schools	
Pupil referral units	
Foundation schools	Schools Governing Body
Foundation special schools	
Voluntary aided schools	
Independent schools	Schools Governing Body or Proprietor
Academies and free schools	The Academy Trust
Multi academy trusts	
* As an occupier of the premises, all school governing bodies still have health and safety responsibilities within the schools, even where they aren't the employer.	

¹ <https://www.gov.uk/government/publications/health-and-safety-advice-for-schools/responsibilities-and-duties-for-schools>

² Under section 29(5) of the Education Act 2002, local authorities have powers to direct health and safety matters relating to school premises or school activities taking place elsewhere in these types of School and should only use these powers when a school's health and safety arrangements are inadequate.



The Education Act 2002³ and the Schools Standards & Frameworks Act 1998⁴ also notes that for those Schools they shall comply with any direction given to them by the Local Authority concerning the health and safety of persons on the school's premises or taking part in any school activities elsewhere and in these instances the LA directs those Schools to use the LA Framework Risk Assessments.

Some schools operate as part of a Public Private Partnership (PPP), Private Finance Initiative (PFI) or Non-Profit Distribution (NPD) arrangement. In these cases, teachers, Teaching Assistants and Administrative staff are typically employed by the local authority. However, some staff in ancillary services, for example catering, caretaking or cleaning staff, may be employed by the organisation contracted to provide these ancillary services.

The hazards, risks and control measures in this document are non-exhaustive, the school has a duty to ensure that all significant hazards on site are adequately risk assessed with suitable control measures to ensure the risk is low as practicable.

Schools should share the results of their risk assessment with their workforce. If possible, they should consider publishing it on their website to provide transparency of approach to parents, carers and pupils (HSE would expect all employers with over 50 staff to do so).

1.1 Version Control

Original Format/Template: For Health and Safety Team

Document Title	Considerations for COVID-19 Risk Assessment Development (DRAFT)	Document Reference	HSGUI 036	Version Number	6.0
Reviewer	Health and Safety Team	Previous Review	28 January 2021	Issue Date	25 February 2021
Point Number	Reference Point/ Number	Comments			
1 (15/06/20)	Whole Document	Formatted to include version control systems and action plan			
2 (15/06/20)	1.0	Provided an introduction and amended form to provide it as a risk assessment template rather than a sample			
3 (15/06/20)	2.2, 2.3, 2.4, 2.5, 2.6, 2.7	Added text to <i>Risk</i> and <i>Control Measures</i> columns			
4 (15/06/20)	3.2	Added text to <i>Risk</i> column			
5 (15/06/20)	4.4	Added text to <i>Control Measures</i> columns			

³ <http://www.legislation.gov.uk/ukpga/2002/32/section/29#commentary-key-379c0a8ab791aad4cda0b42dbea5f020>

⁴ <http://www.legislation.gov.uk/ukpga/1998/31/contents>



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6 (08/07/20)	1.0	Added text to <i>introduction</i> relating to sharing risk assessment
7 (08/07/20)	2.1, 2.2, 2.3, 2.5, 2.6,	Added text to <i>Control Measures</i> columns
8 (08/07/20)	3.1	Added text to <i>Control Measures</i> columns
9 (08/07/20)	4.1, 4.2, 4.4, 4.8, 4.9, 4.12, 4.13, 4.14, 4.15	Added text to <i>Risk</i> and <i>Control Measures</i> columns
10 (14/08/20)	2.6	Added text to <i>Control Measures</i> columns
11 (14/08/20)	3.2	Added text to <i>Control Measures</i> columns
12 (14/08/20)	4.16	Added a new <i>Hazard</i> and includes relevant <i>Risk</i> and to <i>Control Measures</i> columns
13 (28/01/21)	2.2, 2.3, 2.6, 2.7	Added text to <i>Control Measures</i> columns (marked in Navy)
14 (28/01/21)	3.1	Added text to <i>Control Measures</i> columns (marked in Navy)
15 (28/01/21)	4.2, 4.3, 4.10, 4.11	Added/removed text to <i>Control Measures</i> and <i>Site Comments</i> columns (marked in Navy)
16 (28/01/21)	5.0	Added new <i>Hazards</i> and <i>Control Measures</i> related to <i>testing</i> (marked in Navy)
17 (28/01/21)	Whole Document	Updated Header to remove <i>Engie</i> references
18 (25/02/21)	2.1, 2.2, 2.3, 2.6	Added text to <i>Control Measures</i> columns (marked in Green)
19 (25/02/21)	3.1	Added text to <i>Control Measures</i> columns (marked in Green)
20 (25/02/21)	4.15	Added text to <i>Control Measures</i> columns (marked in Green)
21 (25/02/21)	5.1, 5.2, 5.3, 5.4	Added text to <i>Hazard, Risk</i> and <i>Control Measures</i> columns (marked in Green)



**Risk Assessment Reviews
For School Use:**

Date of production		Date of Next Review		Shared with all staff and Senior Leadership Team (✓)	
Date of Review		Date of Next Review		Shared with all staff and Senior Leadership Team (✓)	
Changes:					
Date of Review		Date of Next Review		Shared with all staff and Senior Leadership Team (✓)	
Changes:					

Further Actions

To be completed **after** your risk assessment:

Do you need to do anything else to control the risks identified in your risk assessment?	Action by who?	Action by when?	Done
Weekly risk assessments- using checklist to monitor	J Croft	Weekly	✓



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2.0 PEOPLE MANAGEMENT AND COMMUNICATION

Hazard	Risk	Control Measures	Site Comments
<p>2.1 Reopening a building following closure (including partial)</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. A water treatment specialist has been commissioned to chlorinate and flush the complete system for all hot and cold-water systems (including drinking water) and certified the water system is safe before the buildings have been reoccupied Legionella monitoring has been maintained during national restrictions 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. 	<ul style="list-style-type: none"> This academic year the school has never closed apart from 05.01.21 to build intelligence of critical/ key worker families. Full deep clean has been carried out during school operation times as all rooms are being used. All weekly inspections are carried out as normal. These are conducted by the Headteacher in liaison with the School Business Manager. This is undertaken by the Headteacher/ School Business Manager- as part of routine checks. All systems used continually throughout the academic year Deep cleans occur every week and during holiday breaks. No pests as building has not been fully closed. Kitchen cleaned as used throughout school operation times. ROSPA check done before lockdown and equipment used since, repairs have been undertaken summer term 2020.



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<p>2.2 Prevent spread of COVID-19</p>	<p>Employees, pupils, contractors, visitors.</p> <p>Contracting Coronavirus</p>	<ul style="list-style-type: none"> • Face coverings will be worn by adults and pupils when moving around the premises where social distancing cannot easily be maintained (where pupils in year 7 (which would be children who were aged 11 on 31 August 2020) and above are educated). • Face coverings will be worn in classrooms or during activities unless social distancing can be maintained. This does not apply in situations where wearing a face covering would impact on the ability to take part in exercise or strenuous activity, for example in PE lessons. (where pupils in year 7 (which would be children who were aged 11 on 31 August 2020) and above are educated). • In primary schools, face coverings will be worn by staff and adult visitors in situations where social distancing between adults is not possible (for example, when moving around in corridors and communal areas). Children in primary school do not need to wear a face covering. • 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, 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 	<ul style="list-style-type: none"> • Adults to wear face coverings- as per staff guidance. Pupils are exempt in nursery/first and primary schools. • N/A • Yes- See updated staff guidance January 2021. • Yes • Yes- This is kept stocked up as and when it runs out. • Yes and risk assessment updated. Headteacher regularly sends out communication to staff, parents and Governors. Staff are aware of the expectations of using face coverings; within communal areas
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		<ul style="list-style-type: none"> • School will engage with the NHS Test and Trace process. • The school will keep a record of pupils and staff in each group, and any close contact that takes places between children and staff in different groups. • Schools follows current government and HR advice on who can return to work and who should remain at home. • Members of the Senior Leadership Team and Board of Governors to familiarise themselves with the COVID-19 inspection checklist. • Senior staff visibly present around school to support and reinforce safety measures. • This risk assessment will be reviewed on a weekly 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>and for drop off and collection times. Face coverings are also used if having any face to face meetings with professionals within school also.</p> <ul style="list-style-type: none"> • Covid-19 PPPE boxes are available within each cocoon and the isolation room. • Yes • Yes- a robust system in place and logs kept of any positive cases. • The Headteacher receives regular HR updates and this is reflected in update risk assessments and whole school procedures and documents. • Yes, SLT and Governors are aware of the Covid-19 inspection checklist. • SLT are present at drop off and collection at both drop off zones within school. • Risk assessments reviewed on a weekly basis and any changes communicated to staff and Governors. • Yes- staff and Governors receive regular communication with key
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		<ul style="list-style-type: none"> • Hand washing and hand sanitiser ‘stations’ have been made available around the premises so that all pupils and staff can clean their hands regularly. • School will keep groups separate (in consistent ‘bubbles’) to minimise contact between individuals and will maintain social distancing wherever possible. • School has reviewed teaching groups to ensure smaller bubbles can be maintained and isolated from other bubbles within the same year group. • • If using larger groups (bubbles), school will ensure the other measures from the system of controls become even more important, to minimise transmission risks and to minimise the numbers of pupils and staff who may need to self-isolate. • School has ensured that staff who need to move between bubbles can maintain 2 metres social distance from other pupils and adults. • Lesson changes are staggered to minimise large groups of pupils moving at one time. • Pupils to be kept in same rooms following lesson change with staff members moving between classrooms instead to minimise movement throughout building. 	<p>updates in relation to ensuring the school site is as covid secure as possible.</p> <ul style="list-style-type: none"> • All cocoons have hand washing and hand sanitiser available for both staff and children. • We have allocated cocoons that staff and children remain part of. • Cocoons are positioned around the school to ensure no contact occurs between the staff and children. • The only time the cocoons are mixed as for breakfast club and afterschool club. This has been risk assessed and additional cleaning is in place for during these times. • Where staff have to move between cocoons and around school, they are required to wear a face covering. • N/A • N/A
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		<ul style="list-style-type: none"> • Where staff move instead of pupils, school has put process in place to ensure staff members cannot leave pupils until new teacher arrives. • The number of staff who operate across different classes and year groups in order to facilitate the delivery of the timetable and specialist provision have been minimised to 2 per bubble. • Where 2 metres social distancing cannot be maintained by staff (e.g. due to specific needs of pupils), the school have limited the number of individuals which such staff members may come into contact with. • Staff who are expected to carry out positive handling controls will adhere to strict personal hygiene measures. • No more than 15 pupils per group (not relevant for Autumn term). • The same teacher(s) and other staff are assigned to each group and, as far as possible, these stay the same during the day and on subsequent days. • 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 social distancing. • Drinking fountains taken out of use. 	<ul style="list-style-type: none"> • N/A • We have 2 members of staff within the Nursery Cocoons who work in alternative cocoons on a weekly basis. • Yes • Please refer to the Protective and Measures Policy- January 2021 for further information. • Yes • Yes- all teaching and learning staff clean all high touch surface areas every morning and every afternoon. The cocoons are cleaned at the end of the school day. • N/A • Posters are displayed at the entrances of all drop off zones and the main reception area. • N/A
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		<ul style="list-style-type: none"> • School timetable has been reviewed to ensure lessons which can be carried out in wider spaces (such as outdoors or in hall) do so and with a view to ensure movement around the school at the same time is kept to a minimum. • Ongoing communications (posters, emails, inductions, briefing, has been provided to all staff which includes: <ul style="list-style-type: none"> • Risks and symptoms of COVID19 • Advice regarding self-isolation of those showing signs or symptoms until a test has been carried out to confirm diagnosis • Social distancing measures • 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, has been provided to all parents which includes: <ul style="list-style-type: none"> • Risks and symptoms of COVID19 	<ul style="list-style-type: none"> • All cocoons follow a rota for allocated outdoor learning sessions. • Cocoon model followed and all staff briefed on expectations. Each cocoon has been allocated an individual classroom, set of toilets and set time for using the outdoor space daily via a rota system. The staff and children will spend the allocation of their shift or provision time within their allocated classroom. • Food to be eaten in allocated classroom. Food is received via catering services and lunches brought to the allocated cocoons. • Covid-19 PPE boxes are allocated within each of the Cocoons and the Isolation Room. • Well-being of staff and children considered, appropriate resources are signposted; Staff well-being contact information shared, SAS May 2020. • Parents have received documents which outline the expectations that they can have of school, what we
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		<ul style="list-style-type: none"> ● Advice regarding self-isolation of those showing signs or symptoms ● Social distancing measures ● Modelling of appropriate hand washing and hygiene techniques (including catch it, bin it, kill it) ● Not to enter the school if they are displaying any symptoms of coronavirus ● If their child needs to be accompanied to school, only one parent should attend ● drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use) ● They cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely) ● Recommendations on transport to and from education or childcare setting (including avoiding peak times). ● Education resources such as e-bug and PHE schools' resources ● Ongoing communications (posters, emails, inductions, briefing, has been provided to all pupils which includes: <ul style="list-style-type: none"> ● Risks and symptoms of COVID19 ● Advice regarding self-isolation of those showing signs or symptoms ● Social distancing measures ● Emergency procedures (i.e. first aid, fire) 	<p>expect from them as a parent and what we expect from our children also.</p> <ul style="list-style-type: none"> ● Due to these procedures running since September 2020, parents and children know the expectations and procedures. ● Due to the age of our children, lots of our communication to our children is verbal or by using images. ● The children are aware if they are feeling unwell they must inform a member of staff.
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		<ul style="list-style-type: none"> • Effective infection control including hygiene measures including modelling of appropriate hand washing and hygiene techniques (including catch it, bin it, kill it) • Recommendations on transport to and from education or childcare setting • Education resources such as e-bug and PHE schools' resources 	<ul style="list-style-type: none"> • The children are constantly hand washing due to the nature of our early years curriculum and offer. • Our PSHE curriculum has been planned to talk about covid-19 and for children to be aware of why we wear face coverings at times and the importance of regular hand washing etc.
<p>2.3 Staff or pupil shows signs of COVID-19 while on school premises</p>	<p>Employees, pupils, contractors, visitors.</p> <p>Contracting Coronavirus</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 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) and the fellow household members can end their self-isolation. • If they test positive, they can only return to school 10 days following isolation and only if they do not have symptoms other than cough or loss of sense of smell/taste (If they still have a high temperature, they should keep self-isolating until their temperature returns to normal). Other members of their household should also self-isolate for 10 days. 	<ul style="list-style-type: none"> • Any child or staff member who displays symptoms will be moved to the isolation room and supervised by SLT, who will be wearing PPE. • Isolation room to be deep cleaned every day as a precaution. • Video of safe removal of PPE to be watched by all staff prior to September 2020. • All staff to complete e learning PPE Training for Healthcare Workers for information and guidance in relation to PPE. • Please refer to the Protective and Measures Policy- January 2021 for further information. Parents have received this information in a flow chart via Seesaw and e mail.



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		<ul style="list-style-type: none"> • If notified of a pupil or member of staff have been confirmed as a COVID-19 case, contact will be made to the local health protection team at <u>PHE on 0300 303 8596</u> option 1 to get further support or advice before taking any action in the wider school. • The School will assist the local health protection team by identifying who has been direct close contacts, proximity contacts or has been travelling in a small vehicle with the infected person. • 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 be cleaned and disinfected using standard cleaning products i.e. a household detergent followed by disinfectant before being used by anyone else. • 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. 	<ul style="list-style-type: none"> • Systems are in place to complete contact tracing as and when required. • Public Health advice is taken and a dynamic risk assessment is completed in the event of a positive case. • Children or staff will be escorted to the Isolation Room, where the door can be closed. • If a child or member of staff needs to use the toilet, they will use the disabled bathroom which will be cleaned down after every use. • Yes • SLT on site at all times, available to call medical help or parent if necessary.
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		<ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • Any member of staff who supervises someone displaying symptoms will leave the school site after safe collection and not return until they have had the opportunity for a shower and changes of clothes. • This message will be communicated to the parent/ carer to ensure a safe journey home is achieved.
<p>2.4 Mental health and wellbeing</p>	<p>All staff and pupils due to demands, control (or a lack of), support, relationships, role and change</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. • Workload is carefully managed with staff who are having to stay at home due to health conditions are supporting remote education, while others focus on face-to-face provision. • Where resource and curriculum planning needs aren't able to be met, consideration will be given to ways of utilising extra resources. 	<ul style="list-style-type: none"> • This has been in place during the whole pandemic. The School is currently working on gaining a School Mental Health Award. • Yes- this is not applicable at the minute. • Yes- AS a staff team we have been creative on ensuring we can deliver our full curriculum to children both in school and remote learning for those families who have decided for their child not to return.



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<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"> • School will implement a system for recording visitors onto premises including direct contact numbers to assist with track and trace program. • Visitor access is restricted to essential visits only. • Where visits are essential school will look at alternative methods of working including: <ul style="list-style-type: none"> ○ Elimination of the need for the visit (Use of technology to carry out appointments) ○ Reduce the number of employees the visitor could potentially encounter (Out of hours working, school holidays, evenings weekends). ○ Reduce the amount of time within our premises ○ Limit the numbers of visitors (Appointment system, Access controls) • 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. ○ Reminding them of social distancing measures in place ○ 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) 	<ul style="list-style-type: none"> • No outside visitors are permitted into the building unless it is to support in school e.g. health and safety checks, professionals to support with children’s learning and development, parents for any face to face meetings. • Any meetings that can take place via Microsoft Teams or Zoom will be undertaken this way. • Any visitors will be expected to adhere to social distancing or will be asked to leave. • Parents are prohibited from accessing the school building. • All communication to parents to continue to be carried out by the following platforms via e mail, website, Facebook or Seesaw. • Parents have been informed that any communications must continue via e mail, although they can request telephone call backs via this method. • Parents collecting or delivering paperwork to school have been
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		<ul style="list-style-type: none"> • Physical barriers at entrance to prevent access of visitors until measures above have been clarified. • If physical barriers are not feasible, consider barriers 2 metres from receptions or floor markings that customers should not cross when speaking to staff. • Waiting room furniture has been rearranged to ensure social distancing. • Decide on a location as a set drop-off point agreed in advance. 	<p>asked to collect/deliver to air lock and ring to advise it is here.</p> <ul style="list-style-type: none"> • Parents have been issued with non-negotiable demands for social distancing. • 1 parent to drop off and pick up. • Parents to drop off at the relevant drop off zone and leave. • 2m distancing tape on floor at entrance to aid collection and drop off. • Each cocoon has a different drop off and collection entry/exit points. This has been communicated to parents and staff.
<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"> • 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. • An individual risk assessment will be completed when an individual is either returning to the workplace in either their existing role, an amended version of their existing role or an alternative role and the potential level of risks to that individual are different or where there are additional hazards not covered in the existing risk assessments. Employees who may require a COVID-19 individual risk assessment include the following: <ul style="list-style-type: none"> ○ Clinically Vulnerable employees ○ Clinically Extremely Vulnerable Individuals 	<ul style="list-style-type: none"> • Yes- See HR updates and individual risk assessments as and when necessary. • Yes- An individual risk assessment will be updated regularly every 4-6 weeks or when guidance changes for the particular individual. Self-declaration forms are also used regularly to ensure anyone else can access this support as and when needed. At present we do



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		<ul style="list-style-type: none"> ○ Employees with other risk factors (see below) <ul style="list-style-type: none"> ▪ Black, Asian, Minority Ethnic (BAME) individuals ▪ Age ▪ Male ▪ Mental Health condition or disability ▪ Other underlying health condition or disability ● Staff performing Aerosol Generating Procedure's (AGP's) will follow PHE's personal protective equipment (PPE) guidance on aerosol generating procedures, and wear the correct PPE, which is: <ul style="list-style-type: none"> ○ a FFP2/3 respirator which has been appropriately fit tested for each individual who is required to wear one ○ gloves ○ a long-sleeved fluid repellent gown ○ eye protection ● Children and young people will be taken from the classroom or shared area for any AGP to be carried out in a designated room with the doors closed and any windows open. If this is not possible an individual risk assessment will be carried out. In all instances, efforts will be made to: <ul style="list-style-type: none"> ○ Ensure that only staff who are needed to undertake the procedure are present and that no other children or young people are in the room ○ Minimise clutter to make the process of cleaning the room as straightforward as possible ○ Clean all surfaces and ventilate the room following a procedure and before anyone not wearing PPE enters. Clearance of infectious particles after an AGP is dependent on the ventilation and air change within the 	<p>not have any members of staff on an individual risk assessment.</p> <ul style="list-style-type: none"> ● N/A ● N/A
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		<p>room. For a room without ventilation, this may take an hour</p> <ul style="list-style-type: none"> • 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 because pregnant women are considered CV. 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). • Pregnant women are in the 'clinically vulnerable' category and will have an individual risk assessment completed which will also follow the relevant guidance available for clinically vulnerable people. • 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 reduce risks and ascertain whether anything additional can be done to support areas of apprehension. • 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- 	<ul style="list-style-type: none"> • Yes- Reviews have taken place and conversations sought by professionals. • N/A at present. If the situation arose, we would adhere to this guidance. • Due to the age of our children, all staff have been made aware of their own rights to safety but also the expectations of our very young children. • Yes- All staff would be required to wear PPE when dealing with a situation like this e.g. intimate care, first aid etc. • N/A
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		<p>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).</p> <ul style="list-style-type: none"> • 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. • A risk assessment will be carried out (or reviewed) for children who have an education health and care (EHC) plan to ensure that their needs can be safely met in the educational environment. Parents and young people (if they are over the age of 16) will be contacted and involved within the planning or review of care plans/risk assessments. • 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. 	<ul style="list-style-type: none"> • Isolation room set up with PPE for any child or staff member who presents with symptoms during the school day. • Isolation room to be deep cleaned every day as a precaution. • PPE is available for all staff who want it. • The Headteacher has worked in collaboration with parents and other professionals in relation to children with additional needs who have an EHCP. Protective measures and hygiene procedures have been reviewed in order to meet their needs. • We have used various visual posters to support with the children’s understanding of the importance of handwashing. These are present within the toilet areas and near sinks. • Handwashing has become an integral part of our nursery routine.
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		<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. • School has made an assessment of the cleanability of equipment used in the delivery of therapies (for example. physiotherapy equipment, sensory equipment), to determine whether this equipment can withstand cleaning and disinfection between each use (and how easy or practical it would be to do so) before it is put back into general use. Where cleaning or disinfection is not possible or practical, resources are restricted to one user, or be left unused for a period of 48 hours (72 hours for plastics) between use by different individuals. • The school has reviewed competencies of staff to ensure there is sufficient numbers of individuals trained to carry out support/interventions to cover absences/self-isolation. 	<ul style="list-style-type: none"> • Regular washing/ cleaning of resources as well as handwashing for both the child and member of staff supervising. • The cleaning of resources is part of our protective measures and hygiene policy. Any specific resources linked to SEND children would be cleaned daily and left for the required allocated incubation period (48-72 hours). • N/A Due to our school being early years, all support to children is carried out within their allocated cocoon.
<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 ○ SLT ○ Facilities / premises management / caretakers • 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 	<ul style="list-style-type: none"> • Across the school day, shifts include having appropriate staff to deal with first aid, safeguarding, fire warden. • DSL/ SLT is on site every day as well as School Business Manager. • Fire evacuation has been amended and shared with staff.



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		<p>Emergency Evacuation Plans considering social distancing measure where possible.</p> <ul style="list-style-type: none"> • Procedure in place to close the school or nursery at short notice if staffing levels fall to levels where safety cannot be assured. • Everyone will maintain 2 metre separation as far as possible during evacuation and at assembly points. • Regular 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 ○ carry out regular hazard spotting to identify escape route obstructions ○ check that all fire doors are operational ○ continue with Legionella Risk Assessment requirements • Staff trained to use evac chairs to be provided with face masks. • Social distancing enforced where possible at assembly points. • 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. 	<ul style="list-style-type: none"> • Yes- systems are in place to communicate to both staff and parents. • Yes- This has happened during fire drills. • Yes regular fire drills are planned across the academic year at different times of the days. • Yes- these would still be checked on a weekly basis. • N/A • Yes- during fire drills. • We have a wide number of staff who are first aid trained and have been allocated across all of the cocoons. • First aid boxes are checked on a regular basis by our School Admin who then ordered any items that are needed. • Yes- Lead first aider has read this information and cascaded to the wider team of first aiders.
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3.0 Effective infection protection and control

<p>3.1 Cleaning</p>	<p>Employees, pupils, contractors, visitors.</p> <p>Contracting Coronavirus</p>	<ul style="list-style-type: none"> • 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. • School will provide skin care systems to prevent skin issues such as dermatitis. • Surfaces that children are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, will be cleaned more regularly than normal. • Pedal operated lidded bins available for the disposal of tissues and contaminated waste – double bagged, stored for 72 hours and then disposed of. 	<ul style="list-style-type: none"> • All cleaning staff have read this. Twice daily clean of high touch areas within classrooms are planned across all 3 cocoons. • Antibacterial cleaner, wipes, hand sanitiser and antibacterial soap is provided in specially prepared Covid-19 classroom boxes. • Yes- stock is replenished when needed. • Skin care will only be applied if provided by parents due to age of our children. • Staff will be required to regularly wipe down and sanitise surfaces any toys through the morning and afternoon session. The cleaning team will clean all cocoons at the end/ or beginning of the school day. • Closed bins available which will be emptied and managed by cleaning staff at the end/ or start of every school day.
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	<ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> ○ frequently wash their hands with soap and water for 20 seconds and dry thoroughly. Review the guidance on hand cleaning ○ 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 ○ be encouraged not to touch their mouth, eyes and nose ○ 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. 	<ul style="list-style-type: none"> • Outside rubbish bins will be rotated to allow 72 hours holding before disposal. • Regular handwashing has become standard practice at the start and end of the day but especially before snack, after play outside and toilet trips and before lunch. • Yes- We support our children where needed. • All children are reminded of handwashing and hygiene through the session. • Closed bins available which will be emptied and managed by cleaning staff at the end/ or start of every school day. • Windows and doors to remain open during the school session. • Yes we regularly remind staff and children about this.
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		<ul style="list-style-type: none"> • 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; <ul style="list-style-type: none"> ○ Elimination ○ Substitution ○ Engineering Controls ○ Administrative Controls ○ 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. • Cleaning staff to change into uniform on arrival and remove uniform prior to egress from building. These should be suitably laundered. • 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 	<ul style="list-style-type: none"> • Deep clean would occur as soon as all relevant staff and children are removed from the cocoon. • COSHH assessment attached to Risk Assessment and ratified by cleaning suppliers and cleaners. • Yes- Shared with all relevant staff. • Yes- Shared with all relevant staff. • Yes- We only use products which are purchased via school. • Cleaning staff will always use aprons during cleaning which can be removed and washed when they leave the building. • Yes- Stock is stored safely to take into consideration these factors. • N/A
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		<p>present. This should also include any instructions on how to use the hand sanitiser.</p> <ul style="list-style-type: none"> • School will carry out separate risk assessment where they identify the need to use a fogging machine and substances related to its use. 	<ul style="list-style-type: none"> • This Risk Assessment would be devised as and when it was required.
<p>3.2 PPE</p>	<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"> ○ Robust hand hygiene. ○ Do not touch your eyes, nose or mouth if your hands are not clean. ○ Good respiratory hygiene. ○ Environmental control (e.g., cleaning of frequently touched surfaces). ○ Management of pupils ○ 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. 	<ul style="list-style-type: none"> • Robust hygiene standards will always be observed with PPE available but not relied upon in place of effective hand washing and cleaning. • All staff have received communication from the Headteacher to advise of expectations including the donning and doffing of PPE equipment. This includes watching the video of safe removal. All staff have undertaken the e learning PPE Training for Healthcare Workers for



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		<ul style="list-style-type: none"> • 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. 	<p>information and guidance in relation to PPE.</p> <ul style="list-style-type: none"> • Yes- Closed bins are in all Cocoons and Isolation Room. Cleaners understand the protocols. • Local Authority PPE purchased for supervising anyone displaying symptoms. • Appropriate PPE has been purchased for staff to use in first aid, intimate care and when 2 metre distancing can not be adhered to. • Optional masks and gloves purchased for those staff wo require them.
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"> • School has a process for removing face coverings when pupils and staff who use them arrive at school. Pupils are instructed not to touch the front of their face covering during use or when removing them. They must wash their hands immediately on arrival (as is the case for all pupils), dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom. • School SLT reviewed premises to ensure access/egress is as safe as possible, this includes <ul style="list-style-type: none"> ○ Sanitiser (at least 60% alcohol) available at all entrances and exits 	<ul style="list-style-type: none"> • Children do not wear face coverings in a maintained nursery school or primary school. All children sanitise/ wash their hands on arrival. • SLT are operational on the drop off and collection zones to ensure social distancing is being adhered to.



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		<ul style="list-style-type: none"> ○ Separate entry and exit doors i.e. one door for in, and another door for out, ○ Accessing rooms directly from outside ○ Revolving and automatic doors ○ School entrance locked and visitors are buzzed through doors ○ Unnecessary items and equipment have been removed from entrance areas ○ Pick up and drop off times changed to ensure staggered intake and discharge of pupils ○ Decontamination of items brought in from home i.e. water bottles, packed lunches, medications 	<ul style="list-style-type: none"> ● Sanitiser available on entrance to school. ● We have created a flow system for drop off and collection which ensures there is a flow of parents and that they follow a single route. ● No visitors permitted entry past the main reception. ● Parents will drop children with staff at the designated drop off zone. ● The Headteacher and School Business Manager regularly review; weekly to ensure that systems are in place and protocols are being maintained for us to be covid secure.
<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. Contracting Coronavirus</p>	<ul style="list-style-type: none"> ● Adaptations have been made to the classroom to ensure pupils seat side by side and facing forwards, rather than face to face or side on. ● Senior leadership team have carried out physical examination of spaces to allocate numbers that's can be safely accommodated in an area to maintain as much space between individuals as possible. ● Outdoor education, where possible, will be encouraged as this can limit transmission and more easily allow for distance between children and staff. ● Removal of soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts). 	<ul style="list-style-type: none"> ● N/S in Early Years and our school setting. ● Headteacher and Teacher have planned rooms, cocoons and social distancing expectations in all rooms. ● Cocoons will have their own dedicated outdoor time. ● We have limited soft furnishings. These items are easily wiped



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		<ul style="list-style-type: none"> • Staff to child ratios are appropriate with adherence to Early Years Foundation Stage (EYFS) where necessary • No more than 15 pupils per small group and one teacher (and, if needed, a teaching assistant) – summer term control measure • Desks spaced as far apart as possible with sitting positions 2 metres apart summer term control measure • Where the school cannot achieve small groups, further options will be discussed with local authority or trust summer term control measure • Posters displayed to follow social distancing 	<p>down and deep cleaned on a weekly basis.</p> <ul style="list-style-type: none"> • EYFS staff to pupil ratios are adhered to at all times, without exception. • Social distancing posters are not displayed within our child areas due to the age of them, however they have been placed around school for staff to adhere too. Our children cannot read these however staff will ensure communication with children with regards to social distancing as and when appropriate to do so.
4.3 Lifts	Employees, pupils, contractors, visitors Contracting Coronavirus	<ul style="list-style-type: none"> • Lift to be operational only where necessary. • Reduce maximum occupancy to one person. • Clear notice on each lift to identify maximum occupancy. • Staff and pupil advised to use the backside of a pen or other item when using the lift call button. • Where lifts are operational the button should form part of additional cleaning regimes. 	<ul style="list-style-type: none"> • N/A
4.4 Movement around the	Employees, pupils,	<ul style="list-style-type: none"> • Lesson changes have been staggered to prevent large groups mixing at the same time. 	<ul style="list-style-type: none"> • N/A



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<p>school, including use of corridors</p>	<p>contractors, visitors.</p> <p>Contracting Coronavirus</p>	<ul style="list-style-type: none"> • Staff and pupils advised to use elbow for opening door release where possible. • Posters displayed to follow social distancing. • SLT have reviewed school setup considering movement around school and have implemented the following control measures <ul style="list-style-type: none"> • Divider placed down the middle of the corridor to keep groups apart as they move through the setting where spaces are accessed by corridors (subject to building limitations) • One-way system in place • Stick to the left-hand side. • Vision screens in door kept clear at all times 	<ul style="list-style-type: none"> • Doors will remain open where possible to avoid unnecessary contact however door handles will be washed down periodically through the day and a clean of high touch areas every morning and afternoon as well as a clean at the end or beginning of each school day. • Social distancing posters are not displayed within our child areas due to the age of them, however they have been placed around school for staff to adhere too. Our children cannot read these however staff will ensure communication with children with regards to social distancing as and when appropriate to do so. • Cocoons to remain at opposite sides of the building and in their own rooms, they are not to mix with another person, adult or child from another cocoon. The only time where there is cocoon mixing is for breakfast club and afterschool club and this has been shared with parents and the allocated room is cleaned before use.
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		<ul style="list-style-type: none"> • Floor markings/graphics on floor/wall/ceiling to indicate one-way system/ social distancing queuing, etc • Doors should only be wedged open only where rooms are occupied or doorgard or mag lock fitted and checked monthly • Unnecessary items and equipment have been removed, including soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts) • All staff briefed to ensure that they are aware of these controls. • Staff rota in place to monitor adherence of implemented system of movement 	<ul style="list-style-type: none"> • All unnecessary items removed from room. • Expectations have clearly been communicated with staff. They also receive regular updates from weekly walkarounds/ checks.
<p>4.5 Toilets</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 allocate numbers that's can be safely accommodated in an area to maintain social distancing. • Number of children who use the toilet facilities restricted at one time. • Posters in toilets to follow social distancing and regular handwashing. • Toilets are screened from each other – must be ensured capacity of toilets are not exceeded. • Consideration for the number of available urinals to ensure social distancing (for staff and older pupils). • Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal. 	<ul style="list-style-type: none"> • Each cocoon has separate allocated toilets. • Children to be accompanied to the toilet in small groups to avoid overcrowding in cubicles. • Posters are present to show the children how to effectively wash their hands. • No more than 1 staff member and 4 children in children's toilets. • No more than 1 staff member in staff toilet at any one time. • N/A • Bins are provided for children to dispose of their hand towels. They are emptied at the end of every school day.



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<p>4.6 Meeting Rooms</p>	<p>Employees, pupils, contractors, visitors.</p> <p>Contracting Coronavirus</p>	<ul style="list-style-type: none"> • Avoid use – look at different ways of working. Keep locked. • Senior leadership team have carried out physical examination of spaces to allocate numbers that's can be safely accommodated in an area to maintain social distancing. • Alternatively display maximum occupancy on door and rearrange furniture/remove chairs to help ensure capacity is not exceeded. 	<ul style="list-style-type: none"> • Where possible virtual meetings are being hosted and attended to avoid unnecessary visitors to school. • Yes- We have allocated a room that meetings can take place as and when needed. This is then cleaned straight after each meeting. • Occupancy is displayed.
<p>4.7 Offices</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 allocate numbers that's can be safely accommodated in an area to maintain social distancing. • Posters displayed to follow social distancing • 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. • Staff should work side by side or facing away from colleagues at 2m intervals, do not hot desk or share stationary. • Maximum occupancy communicated with staff and displayed on the door. • 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. • Desks physically repositioned 	<ul style="list-style-type: none"> • Offices to be managed by SLT. • Work areas cleaned at start and end of shift including phone. Offices are cleaned by the cleaner every day. • Staff to observe a clear desk policy and not share stationery at any time. • Desks should be 2m apart. Only 2 members of staff to work in the SLT office at a time • Window and door to be open to office. • Yes • Yes



		<ul style="list-style-type: none"> • Use of photocopiers: Photocopiers limited to one person per time. Staff advised to limit use of the photocopier and wash hands after use. Consider the use of touch screen pens when using photocopier. Cleaning regimes are stepped up to clean more frequent 	<ul style="list-style-type: none"> • One person to use photocopying room at a time. Wipes are available for cleaning down the photocopier after use.
4.8 Music/Choir Lessons	<p>Employees, pupils, contractors, visitors.</p> <p>Contracting Coronavirus</p>	<ul style="list-style-type: none"> • Music/choir lessons (which include singing, chanting, playing wind or brass instruments or shouting) to be held outside with social distancing measures strictly in place and maintained. • Class sizes for such music have been reduced to (input limit here – should be no more than 15) • Pupils will be positioned back-to-back or side-to-side and will avoid sharing instruments 	<ul style="list-style-type: none"> • N/A
4.9 Staff rooms	<p>Employees, pupils, contractors, visitors.</p> <p>Contracting Coronavirus</p>	<ul style="list-style-type: none"> • Use of staff rooms to be minimised, although staff must still have a break of a reasonable length during the day. • Posters displayed to follow social distancing and regular handwashing. • Breaks staggered to reduce the number using the facilities. • Maximum occupancies (1 person every 2 metres) identified on the door. • Vision panels in doors kept clear at all times to assist staff in identifying visually if the capacity has been exceeded without opening the door. 	<ul style="list-style-type: none"> • Staff who eat together will observe social distancing and sit at allocated seats which are clearly labelled. • SLT can and will eat at their own desks. • Yes- relevant signage and posters are displayed within the staffroom. • Yes- lunch allocations are staggered to avoid overcrowding. • The maximum number of staff allowed in the staffroom at any one time is 6. • Yes • Yes



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		<ul style="list-style-type: none"> • Staff encouraged to bring in flask rather than using a tea point. No tea rounds. • 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. • Spacing seats and tables to ensure social distancing. • Employees have been asked to bring their own food and eat at their desk. • Staff have been requested to clean down tables before and after use, removing all uneaten food and drink and dispose of in bin. • Staff encouraged to remain on site during lunch and breaks, when this is not possible, staff are advised to maintain social distancing while off-site. • Frequently touched surfaces in shared spaces such as taps, kettles, water heaters, fridges, microwaves and cupboards cleaned frequently 	<ul style="list-style-type: none"> • Yes • Yes • Yes • Tables and seating have been moved to ensure we adhere to social distancing. • SLT can and will eat at their own desks. • Yes • Yes- Please refer to staff documents on expectations. • Yes- they areas of cleaned down after every use.
<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. • Toilet ventilation should run 24/7 in operation. Avoid open windows in toilets to ensure right direction of ventilation 	<ul style="list-style-type: none"> • Headteacher and School Business Manager to monitor this. • N/A • Yes • All cocoons and offices have windows open throughout the day for airing.



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		<ul style="list-style-type: none"> • 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. • Where concerns remain regarding appropriate ventilation, school will use a CO2 monitor 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) 	<ul style="list-style-type: none"> • Yes • Yes • Yes • All cocoons and offices have windows open throughout the day for airing. • See above. • Yes- as and when required. • Yes- as and when required. • Yes • Yes- information shared with staff and parents.
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		<ul style="list-style-type: none"> ○ 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 	
4.11 Shared Premises	<p>Employees, pupils, contractors, visitors.</p> <p>Contracting Coronavirus</p>	<ul style="list-style-type: none"> ● Share notes on Risk Assessment and respect each other's RA. 	<ul style="list-style-type: none"> ● N/A
4.12 Lunchtimes, breaks, including PE, use of play spaces and equipment	<p>Employees, pupils, contractors, visitors.</p> <p>Contracting Coronavirus</p>	<ul style="list-style-type: none"> ● Additional time provided for cleaning surfaces in the dining/sports hall, changing areas and teaching areas between groups. ● 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. 	<ul style="list-style-type: none"> ● All children will eat in the same classroom (cocoon) that they have been in for their learning along with the same staff. ● Staff will always have staggered lunches observing social distancing. ● Yes- resources are brought out and taken in by each cocoon matched to their learning opportunities. There are specific rota to ensure that cocoons don't mix during these times.



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		<ul style="list-style-type: none"> • 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 • 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 only 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 • Resources that are shared between classes or bubbles, such as sports, art and science equipment cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles. • Physical activity sessions should be strictly non-contact. • Sufficient tissues available for ensuring good respiratory hygiene – i.e. ‘catch it, bag it, bin it’ approach. • Pupils attend school with PE kit on to limit the need to use changing rooms. • Areas marked out to identify restrictions and individual pupil zones to assist supervisors with managing the area effectively. 	<ul style="list-style-type: none"> • Yes- age and stage of development for our early years children. • N/A • N/A • N/A • Resources are quarantined before use in another cocoon. • N/A • Yes- tissues are available in every cocoon and office area as well as toilets. • N/A • N/A
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		<ul style="list-style-type: none"> • Class sizes reviewed to adhere to Government guidance and be reduced to a level where social distancing rules can be applied. • Use of sharing equipment is forbidden to mitigate against virus transmission. • Senior leadership team have carried out physical examination of spaces to allocate numbers that can be safely accommodated in an area to maintain social distancing. • Staggered breaks to ensure social distancing. • Social distancing rules enforced by supervisors to reduce contact between employees and pupils / pupils with other pupils / segregating groups. • Children clean their hands beforehand and enter in the groups they are already in with groups kept apart as much as possible and tables cleaned between each group. • Children have their lunch in their classrooms. • Supervisors are encouraged to play games which can maintain social distancing and touching of equipment. • Lines on yard with chalk to ensure social distancing 	<ul style="list-style-type: none"> • EYFS staff to pupil ratios are adhered to at all times, without exception. • There is no sharing of resources between cocoons. Any resources are cleaned and quarantined for the suitable amount of time before being used. • Yes- this has been checked and verified by the Headteacher. • Yes- See rota on weekly diary sheet. • Yes- refer to protective measures and hygiene policy. • Children wash their hands before lunch and are grouped for lunch within their allocated cocoon with the same children as their educational/childcare sessions. • Yes- We have adapted suitable early years games for lunchtime. • N/A
<p>4.13 Movement of essential resources throughout the school</p>	<p>Employees, pupils, contractors, visitors.</p>	<ul style="list-style-type: none"> • Staff and pupils have their own pencils and pens that are not shared. • Classroom based resources, such as books and games are cleaned regularly, along with all frequently touched surfaces. 	<ul style="list-style-type: none"> • N/A in Early Years. • Staff as part of our protective measures and hygiene policy wipe down high touch areas every



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	Contracting Coronavirus	<ul style="list-style-type: none"> Resources that are shared between classes or bubbles, such as sports, art and science equipment are cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles. Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to pupil education and development. Similar rules on hand cleaning, cleaning of the resources and rotation should apply to these resources Staff and pupils have been instructed not to bring any items or resources to school Resources are locked away with access provided by John Croft (Headteacher). Resources that are not easily wipeable or washable have been removed, cordoned off or limited in contact. 	<p>morning and afternoon. These cocoons are cleaned by our cleaners at the end or beginning of each school day. Each cleaner has a rota with expectations that they follow. This is reviewed on a half termly basis.</p> <ul style="list-style-type: none"> Resources will be in cocoons and will remain there for a week. When deep cleaning occurs, there will be a rotation of resources to enable resources to have a deep clean and are quarantined for the suitable length of time before use by another cocoon. Children take their own belongings home daily such as coat and bag. No resources go home other than art work/ drawing that they have produced. The Headteacher has access to provisions as and when staff require them. This is ensure that SLT have an overview of distribution of resources. There will be no sharing of resources.
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		<ul style="list-style-type: none"> • The use of shared resources has been reduced: <ul style="list-style-type: none"> ○ by limiting the amount of shared resources that are taken home and limit exchange of take-home resources between children and staff. ○ by seeking to prevent the sharing of stationery and other equipment where possible. Shared materials and surfaces should be cleaned and disinfected more frequently. ○ thorough cleaning of equipment and the classroom is occupied by the same children in one day, or properly cleaned between cohorts. 	<ul style="list-style-type: none"> • All resources will be cleaned during the morning and afternoon to minimise the risk of infection as much as possible. • There are no take home resources between children and staff apart from any art work/ drawing that they have produced. • Yes- each cocoon occupies the same classroom space and resources.
<p>4.14 Extra-curricular provision (Summer Term)</p>	<p>Employees, pupils, contractors, visitors.</p> <p>Contracting Coronavirus</p>	<ul style="list-style-type: none"> • School will ensure children are kept within their year bubbles. • Schools will limit the extra-curricular provision to ensure groups can be small and consistent to avoid mixing with other groups/bubbles. • School has advised parents to limit the number of different wraparound providers they access and have encouraged them to seek assurance that the providers are carefully considering their own protective measures, and only use those providers that can demonstrate this. • No more than fifteen children and at least one staff member to a bubble. • There is a limit on the number of children using the toilet at any one time (4) • Each group has been allocated their own toilet facilities to use 	<ul style="list-style-type: none"> • Yes- refer to weekly cocoon overview document and weekly registers. • We are operating with an afterschool club in which children from the 3 cocoon mix. These are small numbers compared to their cocoon sizes. • Yes- within letters to parents. • Applicable to after school club only. We still adhere to the EYFS statutory framework in relation to ratios.



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		<ul style="list-style-type: none"> • Suitably trained staff always available taking into account emergencies (first aid, fire, lockdown, etc), safeguarding and cleaning requirements got 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 relevant government/industry guidance documents related to COVID-19. 	<ul style="list-style-type: none"> • Yes • Yes- staff who form the team for after school provision are suitably trained e.g. DpDSL, first aid, fire etc).
<p>4.15 Transport to/from school</p>	<p>Employees, pupils, contractors, visitors.</p> <p>Contracting Coronavirus</p>	<ul style="list-style-type: none"> • Autumn only: Dedicated school transport aligns as far as possible with the control measures identified within this risk assessment, this includes: <ul style="list-style-type: none"> ○ Pupils are grouped together on transport within their bubbles where possible. ○ Use of hand sanitiser upon boarding and/or disembarking. ○ Additional cleaning of vehicles (identify cleaning schedule here). ○ Organised queuing and boarding where possible. ○ Distancing within vehicles wherever possible. ○ The use of face coverings for children over the age of 11, where appropriate, for example, if they are likely to come into very close contact with people outside of their group or who they do not normally meet. • 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"> ○ social distancing is maximised within vehicles. 	<ul style="list-style-type: none"> • N/A- no taxis are used for school transport. • N/A



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		<ul style="list-style-type: none"> ○ pupils either sit with their 'bubble' on school transport, or with the same constant group of children each day. ○ 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. ● Pupils will not board home to school transport if they, or a member of their household, has had a positive test result or has symptoms of coronavirus (COVID19). ● Vehicle management plan drawn up for school site and briefed to staff, this includes: <ul style="list-style-type: none"> ○ The need to leave a space in between cars where possible. ○ If this is not possible, staff have agreed to parking plan to ensure all cars are facing the same way. ○ Staff vigilance also important to assess environment prior to accessing/egressing car to ensure social distancing can be maintained. ● 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. 	<ul style="list-style-type: none"> ● Yes- staff face cars one way. ● Communication has been shared to parents via Seesaw, letter and Facebook around the importance of walking/ cycling where possible. ● Suitable advice around the use of public transport and around making there journey as safe as possible.
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		<ul style="list-style-type: none"> ○ Making sure transport providers do not work if they or a member of their household are displaying any symptoms of coronavirus. ○ making sure transport providers, as far as possible, follow hygiene rules and try to keep distance from their passengers including using larger vehicles or cordoning off seats and eliminating face-to-face seating. ○ Taking appropriate actions to reduce risk if hygiene rules and social distancing is not possible, for example when transporting children with complex needs who need support to access the vehicle or fasten seatbelts. 	
<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"> ● Prep rooms and other stores are only to be used by one person at a time ● 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. ● Long and complex multi-step practical's will be avoided apart from with very experienced pupils. 	<ul style="list-style-type: none"> ● N/A ● Practical sessions are few and far between within our setting. Any practical science experiments would be undertaken within the relevant cocoon. These recommendations will be taken on board as and when required.



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- Practical tools and equipment will be setup at the pupil workstations. This will be done before the lesson by staff who follow social distancing rules at all times.
- Where pupils need to move around the room, they should raise their hand to attract the teacher's attention and ask permission to move to use a particular piece of equipment. The teacher can then monitor movement and ensure that only one person is in any zone.
- In food rooms, pupils may need to access fridges during a practical activity - minifridges or cool boxes will be purchased and used at each workstation, rather than expecting pupils to move around the room to collect chilled items. Non-chilled ingredients will be at the pupil workstation prior to starting the activity.
- 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. Then the teachers / technician will clear away equipment used.
- At the end of any practical session, all equipment and spare material will be cleared away by the technician and wiped with a suitable cleanser prior to being stored away for future use. Machines or other fixed equipment that has been used will be wiped clean and readied for use in the next session. Waste material will be placed in a suitable bin and removed from the room prior to the next session.
- Demonstrations will not involve pupils crowding around a bench, but will still be done by making use of data projectors and digital cameras / visualizers.



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		<ul style="list-style-type: none"> • Teachers will keep their distance when observing the pupils as they work through the practical activity, it is therefore essential that competencies of pupils to carry out task without the intervention of the teacher will be considered within the risk assessment. • Eye protection will be sanitised before and after every use. • Pupils will be reminded to wash their hands before putting on eye protection. • Each member of staff has their own eye protection and will be provided with non-alcohol based antiseptic wipes for cleaning between lessons, and then this should be sanitised at the end of the day. • When leaving the room, pupils will place their used PPE in a bowl with a made up solution of Milton in it. • After removing any PPE the user must wash their hands thoroughly. • Welding masks and gloves, and other close contact PPE will not be shared at this time. • It is not practicable to 'meticulously' clean science equipment so such equipment will be quarantined for 72 hours prior to being used in another 'bubble'. • Pupils to return items requiring specialist storage (e.g. flammable substances) to a separate tray at the end of the lesson. This tray will then be labelled with the date for next staff use and placed in the appropriate store. 	
5.0 Testing			
<p>5.1 Onsite-Mass Testing Programme</p>	<p>Employees, pupils,</p>	<ul style="list-style-type: none"> • The Asymptomatic COVID-19 Testing Programme will be carried out in line with appropriate government guidance including the published Clinical Standard Operating Procedure. 	<ul style="list-style-type: none"> • N/A for Maintained Nursery Schools and Primary Schools.



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<p>Secondary school testing on-site through an Asymptomatic Testing Site (ATS)</p>	<p>contractors, visitors.</p> <p>Contracting Coronavirus</p>	<ul style="list-style-type: none"> • School to utilise 'Considerations for COVID-19 Testing Risk Assessment' for hazards and control measures associated with onsite mass testing Program. • The school will keep a record of staff in each group, and any close contact that takes places between children and staff in different groups. • A positive test result from a Lateral Flow Device (LFD) on site will trigger the legal duty to self-isolate and contact tracing. • Staff will continue to be offered twice weekly testing on-site (ATS) whilst school await delivery of test at home kits. • When returning to school, pupils (11+) will be offered three Lateral Flow Device (LFD) tests spaced three to five days apart (minimum three days). • School have reviewed staffing ratios to ensure there is enough staff to carry out assisted swabbing on pupils who cannot self-swab. • The school will retain a small on-site ATS on site to offer testing to pupils who are unable or unwilling to test themselves at home. • Pupils will be supervised whilst swabbing to make sure they are doing it correctly. • Prior to transition to home testing pupils will be provided with appropriate information, instruction and/or training relating to: <ul style="list-style-type: none"> ○ 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. 	
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		<ul style="list-style-type: none"> ○ 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). ○ Administration and supervision - anyone aged 11 must ensure the test is administered by an adult, and anyone aged 12-17 should be supervised by an adult but can swab themselves. ○ Onsite Process for highlighting any issues or concerns relating to the testing programs. ● School have utilised workforce planning tool that sets out the number of staff required to deliver on-site testing to ensure adequate coverage of individuals to assist with the process. ● In circumstances where a pupil/student would not be able to be tested through on-site (ATS) testing but who could be tested at home by a suitably competent adult, settings can provide home testing kits to them from the outset (without the pupil being tested at an ATS first), where this is appropriate for the pupil/student. ● Any individual unable to tolerate a swab will not be tested. 	
<p>5.2 Asymptomatic</p>	<p>Employees, pupils,</p>	<ul style="list-style-type: none"> ● Staff Individuals will be recommended to do bi-weekly testing 3 to 4 days apart on a fixed schedule e.g. every Monday morning 	<ul style="list-style-type: none"> ● Yes- staff have been advised.



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<p>COVID-19 Home Testing Programme in Primary Schools including on-site Early Years and Maintained Nursery Settings: Staff Testing January 2021(Home Testing)</p>	<p>contractors, visitors.</p> <p>Contracting Coronavirus</p>	<p>or first day of school week if Monday is a holiday – for our school this will be every Wednesday and Sunday evenings.</p> <ul style="list-style-type: none"> • The test cartridge and extraction solution will be stored at ambient temperature (2-30 degrees Centigrade). The reagents and devices will be at room temperature (15-30 degrees centigrade) when used for testing. • 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. There are also backups appointed to ensure business continuity where such staff may not be available. • 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: <ul style="list-style-type: none"> ○ 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. 	<ul style="list-style-type: none"> • Yes- the Covid Coordinator and Registration Assistant is John Croft (Headteacher). • Yes have attended relevant DfE Training and devised risk assessments, which have been shared with staff and Governors.
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		<ul style="list-style-type: none"> • Ongoing communications (posters, emails, inductions, briefing) has been provided to all staff which includes: <ul style="list-style-type: none"> ○ 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). ○ Administration and supervision - anyone aged 11 must ensure the test is administered by an adult, and anyone aged 12-17 should be supervised by an adult but can swab themselves. ○ Onsite Process for highlighting any issues or concerns relating to the testing programs 	<ul style="list-style-type: none"> • Yes all staff have received briefings and a pack with training materials with DfE recommendations and guidance video shared along with a Lateral Flow Device Risk Assessment. • All staff are aware of who is undertaking both of these roles; John Croft (Headteacher). • Tests are allocated and given out by the Registration Assistant who has relevant documents which are updated with staff member and batch number details. • Staff will report their test results on a Google Form twice a week. • N/A • N/A
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		<ul style="list-style-type: none"> • 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. • 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 and mandatory use of face coverings for all staff in the area. • Allocated time slots have been provided to staff individuals for test-kit pick up to maintain social distancing and to avoid queues and crowding • 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 wear an appropriate face covering at all times and 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 staff individuals to report it on https://coronavirusyellowcard.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 	<ul style="list-style-type: none"> • All policies related to covid-19 are in place and staff are to adhere to these. • All staff are participating in twice weekly contact testing. • Test pick up point will occur from the Isolation Room on an appointment allocation. • N/A • Yes • Yes- this was part of the staff's briefing.
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		<p>should also communicate such issues with the school COVID-19 Coordinator</p> <ul style="list-style-type: none"> 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. Pupils aged 18 and over have been advised to self-test and report the result, with assistance if needed. Parents have been advised that adolescents aged 12 to 17 can self-test and report with adult supervision. The adult may conduct the test if necessary. Parents have been advised that children aged 11 attending a secondary school should be tested by an adult. Primary age pupils will not be tested with LFDs 	<ul style="list-style-type: none"> Yes- This was part of the staff's briefing. N/A N/A N/A Yes- in our case neither will Maintained Nursery School age pupils.
<p>5.3 Staff 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"> Staff Individuals who test positive with an LFD will isolate (along with their household) 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 Google Form. School Governing body reserves the right to discipline staff where test results haven't been appropriately communicated. Staff individuals who test negative will continue to follow national and local rules and guidelines including regular handwashing, social distancing and wearing face coverings, where required Staff Individuals who get a void result will take another test using a new test kit but not reuse anything from the first kit. 	<ul style="list-style-type: none"> Yes Yes- A Google Form will be sent to staff twice a week for them to record their LFD test result on. All staff are aware of the expectation as outlined in the LFD Risk Assessment. Yes Yes Yes



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		<ul style="list-style-type: none"> Once test is complete, all of the used test kit contents should be put in the waste bag provided before sealing and putting the bag in their general household waste. The School will assist the local health protection team by identifying who has been direct close contacts, proximity contacts or has been travelling in a small vehicle with the infected person. Where positive cases are identified in staff members John Croft (Headteacher) 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"> Yes- A dynamic risk assessment will take place which will support in identifying who needs to be contacted.
<p>5.4 Onsite Testing individuals with SEND</p>	<p>Pupils not taking part in testing programme which may result in employees, pupils, contractors, visitors.</p> <p>Contracting Coronavirus</p>	<ul style="list-style-type: none"> School will ask the child's parents or carers if they can anticipate any particular adverse response to the testing process from the child and take steps to manage these. School will work with pupils and families to agree the most appropriate way of them participating in twice-weekly testing. Guidance will be available via this link. School will ensure parents or carers, and where possible the child or young person, have a good understanding of the testing process; and ensure the person making the consent decision has information about the risks and benefits. In exceptional circumstances, parents or carers may be present to support their child to self-administer or to administer the test School will take time to communicate with the child or young person to help prepare them (videos with signing, symbols, pictures, as appropriate). Testing staff will always use a calm, reassuring tone and will take time to administer the test to alleviate anxiety. 	<ul style="list-style-type: none"> N/A



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		<ul style="list-style-type: none">• School will consider whether offering the student a relaxing activity after testing and a refreshment might be helpful.• Where it isn't possible for a combined nose and throat swab (i.e. the student may find it difficult to take a throat swab due to having difficulty in understanding instructions, needing to keep their mouth open during the period of swabbing or their having a strong gag reflex), a nose swab from both nostrils can be taken instead. Similarly, if for some reason a nasal swab is not feasible, a throat swab alone will suffice.	
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