## RISK ASSESSMENT Coronavirus (COVID-19)

<table>
<thead>
<tr>
<th>ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice SEPTEMBER 2021 PLAN (Page 1 of 38)</th>
<th>DATE OF ASSESSMENT 06 September 2021</th>
</tr>
</thead>
<tbody>
<tr>
<td>ESTABLISHMENT/SCHOOL Jarrow School Field Terrace Jarrow NE32 5PR</td>
<td>SECTION/TEAM All</td>
</tr>
<tr>
<td>0191 428 3200 <a href="mailto:info@jarrowschool.com">info@jarrowschool.com</a></td>
<td></td>
</tr>
</tbody>
</table>

### WHO MIGHT BE HARMED? Employees, students, trainees and visitors
- Staff - 120
- Students - 823
- Visitors (up to maximum of 15 on a day to day basis)
- Trainees (up to 8)

### HOW MANY ARE AFFECTED? 966

- This document has been produced in conjunction with Government guidance to enable all pupils and staff back to school.
- All risk has been assessed to minimise the spread of the virus as far as possible.
- The risk assessment cannot guarantee safety of pupils and staff but if followed will mitigate risk as far as possible.
- It is staff members’ responsibility to read and understand this document and implement the measures described.
- It is staff member’s responsibility to ensure that they adhere to all social distancing (SD) measures.

The risk assessment templates are intended as a starting point to consider the steps you may need to take to control the risks. It is unlikely that they will be appropriate for each individual school and they should therefore be adapted for your own specific circumstances. The manager/Head must develop them taking into account individual requirements and using any specific manufactures guidelines/instructions.
This Risk Assessment sets out the decisions taken and measures put in place to prepare for the phased re-opening of the school and ensure the school continues to operate in a safe way. Existing policies and guidance continue to apply alongside the actions within this document, including but not limited to:

- Health and Safety Policy
- First Aid Policy
- Safeguarding and Child Protection Policy
- DFE Guidance relating to COVID19
- The Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- First Aid Regulations 1981
- The Health Protection (Notification) Regulations 2010

| Premises and equipment, water, etc. not maintained to statutory requirements | Premises and utilities have been health and safety checked and building is compliant;  
- Water treatments  
- Fire alarm testing  
- Repairs  
- PAT testing  
- Fridges and freezers  
- Boiler/heating and ventilation servicing  

Cleaning;  
- Capacity of cleaning staff is adequate to enable required cleaning regime.  
- Adequate cleaning supplies and facilities around the school are in place.  
- Arrangements for longer-term continual supplies are in place.  
- Sufficient time is available for the required cleaning  | Yes | Building maintained by PFI Company OCS.  
- Premises are manged by OCS.  
- Enhanced onsite cleaning, during and after the school day, including key touch points etc.  
- OCS to open windows in all classrooms where possible.  
- Where applicable within HSE guidance air conditioning and fans to be used.  
- Doors of classrooms to be kept open, when in use, using a door wedge.  | Low |
<table>
<thead>
<tr>
<th>Premises and equipment, water, etc. not maintained to statutory requirements</th>
<th>Other:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire Risk Assessment and evacuation procedures reviewed and disseminated to all staff. The ‘BUILDING RA COVID’ assessment has been revised and updated for the general running of the building. Tyne &amp; Wear Fire Service (TWFRS) has confirmed that wedging doors open is not best practice, however due to the COVID-19 crisis wedging classroom doors can be done to e.g. aid ventilation. Cross corridor doors and doors leading on to a fire escape can be done to aid ventilation.</td>
<td>Yes</td>
</tr>
<tr>
<td>These should be closed when left unoccupied, for any length of time in line with the School Fire Risk Assessment.</td>
<td>Low</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Premises and equipment, water, etc. not maintained to statutory requirements</th>
<th>Other:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Internet services</td>
<td>Yes</td>
</tr>
<tr>
<td>Any other statutory inspections</td>
<td>Yes</td>
</tr>
<tr>
<td>Insurance covers reopening arrangements</td>
<td>Yes</td>
</tr>
<tr>
<td>Science and chemical stores Check the chemical store: There may have been a spill or leak so keep safe by reading GL246 before going in, and check GL247 and GL252 for further details and advice on what to look for. Be particularly careful if the weather has been hot or you are unsure that the store is ventilated well. If you need any help or advice contact the CLEAPSS Helpline <a href="https://science.cleapss.org.uk/helpline/">https://science.cleapss.org.uk/helpline/</a></td>
<td></td>
</tr>
<tr>
<td>School responsibility for internal IT service</td>
<td></td>
</tr>
<tr>
<td>STMBC/HT</td>
<td></td>
</tr>
<tr>
<td>Science staff to check before start of term for students and contact CLEAPSS helpline if/when necessary</td>
<td></td>
</tr>
</tbody>
</table>


- Once the school is in operation, it is important to ensure good ventilation. Advice on this can be found in Health and Safety Executive guidance on [air conditioning and ventilation during the coronavirus outbreak](https://www.gov.uk/government/publications/air-conditioning-and-ventilation-during-the-coronavirus-outbreak).
- In classrooms, it will be important that schools improve ventilation (for example, by opening windows).

Follow guidance. Ensure OCS are aware of any updated information.
stairway must remain in the closed position at all times.

Any door wedged open must have the wedge removed when the class is vacant even for the shortest period. As for installing barriers in front of doors this is not acceptable under any circumstance, should an area need to be segregated then the use of signage and Fire Exit Door Security Seals should be used which would snap if the door is forced open allowing anyone emergency egress if necessary.

<table>
<thead>
<tr>
<th>Risk of coronavirus infection spreading to children and staff due to inadequate infection control procedure</th>
<th>Teachers share key information about hygiene daily.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>HT/SMT and school staff to remind students at the start of the day.</td>
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<tr>
<td></td>
<td>Resources are ‘Catch it, Bin it, Kill it’ poster and handwashing video and e-Bug resources to teach pupils about hygiene – information posters are displayed around the school and in every classroom.</td>
</tr>
<tr>
<td></td>
<td>Students, staff and visitors should wash/sanitise their hands:</td>
</tr>
<tr>
<td></td>
<td>● Before leaving home</td>
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<tr>
<td></td>
<td>● On arrival and when departing their classroom</td>
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<tr>
<td></td>
<td>● After using the toilet</td>
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<tr>
<td></td>
<td>● After breaks and sporting activities</td>
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<tr>
<td></td>
<td>● Before food preparation</td>
</tr>
<tr>
<td></td>
<td>● Before eating any food, including snacks</td>
</tr>
<tr>
<td></td>
<td>● Before leaving school</td>
</tr>
<tr>
<td></td>
<td><strong>Soap and water is more effective than using sanitisers</strong></td>
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<tr>
<td></td>
<td>Students will continue to sanitise their hands upon entry in to a classroom and when leaving.</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Yes</th>
<th>Government/NHS hygiene posters located around school</th>
<th>Low</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>APPENDIX 4, APPENDIX 9 APPENDIX 12</td>
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<tr>
<td></td>
<td>Wash hands signage adjacent to all hand soap dispensers.</td>
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<td></td>
<td>Public Health England educational guidance poster to be displayed around school APPENDIX 9</td>
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<td></td>
<td>Further advice available in staff/student briefing information.</td>
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<tr>
<td></td>
<td>Handwashing routine information APPENDIX 4, APPENDIX 9 and APPENDIX 12</td>
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<tr>
<td></td>
<td>Sanitiser bottles within all classrooms, which are topped up regularly by HOY.</td>
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initial.

- Reception staff to follow normal fire plan.
- Staff without a form group to assemble at fire assembly points marked (Teaching staff and non-teaching staff) within the MUGA.
- LL is nominated Fire Warden to co-ordinate relief/assistance from TWFS if necessary (no automatic response).
- Phone 999 asking for FIRE SERIVCE.
- Use of door wedge APPENDIX 15.
<table>
<thead>
<tr>
<th>Risk of coronavirus infection spreading to children and staff due to inadequate infection control procedure</th>
</tr>
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<tbody>
<tr>
<td>• Minimise contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend childcare settings, schools or colleges follow the COVID-19: cleaning of non-healthcare settings guidance</td>
</tr>
<tr>
<td>• Ensure that sufficient handwashing facilities are available.</td>
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<tr>
<td>✓ Yes</td>
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</tbody>
</table>

| • Letter to parent/carers – information/advice/guidance on good practice with pupils at home and to encourage the continuation of this behaviour at school. |
| • Letter on school website/social media page. |

<table>
<thead>
<tr>
<th>Onsite Asymptomatic Testing (AST)</th>
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<tbody>
<tr>
<td><strong>School testing</strong> on-site through an Asymptomatic Testing Site (ATS) (See Appendix 16)</td>
</tr>
<tr>
<td>On-site testing centre has been created, Lateral Flow Testing (LFD) will be operational for week commencing 6th September for two weeks Students will then use home testing kits</td>
</tr>
<tr>
<td>Students tested twice in school, upon return, then home testing kits to be distributed. Test kits to be distributed every 3 weeks. Tests to be taken on Sunday evening/Monday morning and Wednesday evening/Thursday morning every week. Results to be reported to the NHS and Heads PA via email using <a href="mailto:headspa@jarrowschool.com">headspa@jarrowschool.com</a></td>
</tr>
<tr>
<td>✓ Yes</td>
</tr>
</tbody>
</table>

|进一步信息如下，见家庭检测一节。 |

<table>
<thead>
<tr>
<th>Home Testing</th>
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</thead>
<tbody>
<tr>
<td>Following school testing, NHS will provide schools with Lateral Flow test kits.</td>
</tr>
<tr>
<td><strong>Reporting results</strong></td>
</tr>
<tr>
<td>✓ Yes</td>
</tr>
</tbody>
</table>

| • LFD test kits will be distributed by school. This will enable staff and students to test themselves at home twice a week. |
| • **NHS reporting:** Staff and pupils must report their result to NHS Test and Trace as soon as the test is completed either online or by telephone as per the instructions in the home test kit. |

| Low/Med |
### School reporting
- Staff and pupils should also share their result, whether void, positive or negative, with school to help with contact tracing email
- Staff should email Heads PA with results (subject COVID test). Students should report via the following link: https://forms.office.com/r/pnM6tD1vSr

<table>
<thead>
<tr>
<th>Positive result</th>
<th>Staff or pupils with a <strong>positive</strong> LFD test result will need to arrange a lab-based polymerase chain reaction (PCR) test to confirm the result</th>
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<tbody>
<tr>
<td>Actions to be taken</td>
<td><strong>Med</strong></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Negative result</th>
<th>Those with a <strong>negative</strong> LFD test result can continue to attend school and use protective measures.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Actions to be taken</td>
<td><strong>Low</strong></td>
</tr>
<tr>
<td>Child/Adult is unwell and it is believed that they have been exposed to COVID-19.</td>
<td>Ensure that pupils, staff and other adults do not come into the school if they have coronavirus (COVID-19) symptoms, or have tested positive in the last 10 days, and ensuring anyone developing those symptoms during the school day is sent home, are essential actions to reduce the risk in schools and further drive down transmission of coronavirus (COVID-19). All schools must follow this process and ensure all staff are aware of it. If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’, which sets out that they must self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus (COVID-19). If they have tested positive whilst not experiencing symptoms but develop symptoms during the isolation period, they should restart the 10 day isolation period from the day they develop symptoms.</td>
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<tr>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>PPE must be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such</td>
<td>Yes</td>
</tr>
</tbody>
</table>

- Symptom advice shared on social media. “Do not attend …” to be included in letters to parent/carers.
- Reception meeting room Rm 1.12 will be used as a “rest room” to accommodate any unwell person.
- Spare reception t 104 will be used to verbally communicate with unwell person, keeping reception t 101 free to communicate with external agencies.

**APPENDIX 5**

**Facilities in room:**

- Comfortable seating
- Tool kit containing:
  - Tissues
  - Bin
  - Water
  - Gloves
  - PPE (for use when exiting room if necessary)

- Access toilet Rm 1.17 located in reception area will be used for unwell person.
- Rm 1.17 to be on lockdown following use.
- OCS to be contacted for deep clean following use.
- STMBC has issued school with procedures and PPE to be used if Med |

- Yes | Low |
as for a very young child or a child with complex needs). More information on PPE use can be found in the [safe working in education, childcare and children’s social care settings, including the use of personal protective equipment (PPE) guidance](https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures).  

As is usual practice, in an emergency, call 999 if someone is seriously ill or injured or their life is at risk. Anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital.

Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive (see below).

Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with normal household bleach after they have left to reduce the risk of passing the infection on to other people.


- PPE located in: -
  - HT Office Rm 2.28
  - First Aid Room Rm 1.13 indicated on map [APPENDIX 5](https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures) (including portable first aid/PPE trolley box)
  - Ensure user of PPE is aware of video guide: - [https://www.youtube.com/watch?v=GncQ_ed-9w&feature=youtu.be](https://www.youtube.com/watch?v=GncQ_ed-9w&feature=youtu.be)
  - Reception to make call in collaboration with HT.
  - Staff should have all relevant personal information on ill person and means to communicate with staff attending to them.

- Follow guidance.
for cleaning information.

Public Health England is clear that routinely taking the temperature of pupils is not recommended as this is an unreliable method for identifying coronavirus (COVID-19) in children.

Public Health England / Health Protection Agency

Schools must ensure they understand the NHS Test and Trace process and how to contact their local Public Health England health protection team for further guidance if/when necessary.

Local PH contacts:
- The COVID inbox should be used in the first instance to direct any queries COVID@southtyneside.gov.uk This inbox is monitored 7 days a week by the public health team.
- Public Health England (North East and Yorkshire Region) 0300 303 8596
- Claire Mawson, Senior Public Health Advanced Practitioner claire.mawson@southtyneside.gov.uk 07776 992033 (part-time Monday-Wednesday am)
- Sam Start, Senior Public Health Advanced Practitioner samantha.start@southtyneside.gov.uk 07776997869 (Wednesday pm-Friday)

Schools must ensure that staff members and parents/carers understand that they will need to be ready and adhere to the following procedures:

- Book a test
- Isolate
- Inform school of test results

Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test.

- Schools should ask parents and staff to inform them immediately of the results of a test:

| Yes | Book a test if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit.
|     | Tests can be booked online through the NHS testing and tracing for coronavirus website, or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing.
|     | If someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can
| Low/Med |
• The government will ensure that it is as easy as possible to get a test through a wide range of routes that are locally accessible, fast and convenient. We will release more details on new testing avenues as and when they become available and will work with schools so they understand what the quickest and easiest way is to get a test.

• Current Government Guidance (17/08/2021) no longer recommends that it is necessary to keep children in consistent groups (‘bubbles’). This means that bubbles will not need to be used for any summer provision (for example, summer schools) or in schools from the autumn term.
• As well as enabling flexibility in curriculum delivery, this means that assemblies can resume, and no longer need to make alternative arrangements to avoid mixing at lunch.
• However extra actions will need to be taken if the number of positive cases substantially increase within the school setting.

✓ Yes

• If someone tests positive, they should follow the 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection' and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone.

• The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal.

• Local health protection team advice and guidance to be followed.

• Local health protection team advice and guidance to be followed.
| Managing medical conditions/ Lack of first aid provision due to staff shortages | Follow school medication policy.  
- Risk assess the current provision – the staff and pupils medical conditions need to be taken into consideration, e.g. diabetes, allergies and the use of epi-pens, how far you are away from an A&E, etc.  
Where applicable you will need to ensure at least one person who has a full first aid (FFAW) certificate to be on the premises.  
You may be able to link up with other schools near to you to share first aid provision. [Link](https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2/early-years-foundation-stage-coronavirus-disapplications) | ✓ Yes | Parent/carer to ensure all medication is in school prior to their child returning.  
- At least one member of staff with FFAW certificate will be on site at all times when students/school staff are present.  
- There are a sufficient number of staff who are emergency first aiders who may be called upon to support FFAW member of staff.  
- A First-Aid rota is implemented for the academic year and is monitored regularly. | Low |
| Managing medical conditions/ Lack of first aid provision due to staff shortages | Toilet facilities | ✓ Yes | Staff to only use normal staff toilets located:  
Staff use: -  
- Male (upper level) Rm 2.43  
- Female (upper level) Rm 2.08  
Student use: -  
- Inclusive/Access toilet (lower level) Rm 1.88 (Year 11 Zone/music department)  
Male/Female student toilets located near HSLO  
- OCS cleaner scheduled to clean touch point of toilet areas following break/lunch times.  
- OCS cleaners will clean identified cubicles and all tap/touch points on rotation. | Low |
<p>|  | Cleaning of student toilet facilities | ✓ Yes |  |  |
|  | Cleaning of staff toilet facilities | ✓ Yes |  |  |</p>
<table>
<thead>
<tr>
<th>Issue/Concern</th>
<th>Facility/Plan</th>
<th>Requirement</th>
<th>Risk Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Managing medical conditions/Lack of first aid provision due to staff shortages</td>
<td>Lift facilities</td>
<td>Yes</td>
<td>Low</td>
</tr>
<tr>
<td>• Any issues/concerns relating to cleaning of toilet facilities please direct to ZF/helpdesk immediately.</td>
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<tr>
<td>• Reception/ Staff to observe lift in operation (reception lift) to ensure user alights lift on upper level.</td>
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<tr>
<td>• User to obtain the attention of reception staff, before lift use.</td>
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<tr>
<td>• Reception staff to observe lift in operation and ensure user exits at ground level.</td>
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</tr>
<tr>
<td>Risk of coronavirus infection spreading staff/students and visitors</td>
<td><strong>Our school plan; entering school and exiting school:</strong></td>
<td>Yes</td>
<td>Low</td>
</tr>
<tr>
<td>Students enter and exit using the student entrance doors only, unless prior agreement has been made with HOY and HT. P11 students to use separate entrance, which allows access directly to lower ground facilities.</td>
<td></td>
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</tr>
<tr>
<td>Staff and visitors use the main entrance only.</td>
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<tr>
<td>Risk of coronavirus infection</td>
<td>Lunch waste/tray disposal</td>
<td>Yes</td>
<td>Low</td>
</tr>
<tr>
<td>Lunch time supervisors to ensure staff and students follow plan <strong>APPENDIX 11</strong></td>
<td></td>
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<tr>
<td>Spreading staff/students and visitors</td>
<td>ALL to: -</td>
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<td></td>
<td>Scrape any waste food from plates into BINS</td>
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<td></td>
<td>Place any waste packaging into the BINS</td>
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<td></td>
<td>Cutlery in the wash bowl</td>
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<td></td>
<td>Tray on tray trolley</td>
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<td></td>
<td>Report any issues to SMT</td>
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</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Risk of coronavirus infection spreading due to large class sizes and reduced space</th>
<th>First aid</th>
<th>✓ Yes</th>
<th>First aid rota in place.</th>
</tr>
</thead>
<tbody>
<tr>
<td>First aid rota in place.</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>PPE will be worn by first aiders when dealing with first aid at all times. This includes a disposable mask and gloves, as a minimum.</td>
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<tr>
<td>Disposable PPE is located in the first aid room and equipment APPENDIX 5</td>
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<tr>
<td>CPR advice during VC-19 APPENDIX 6</td>
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<tr>
<td>Portable first aid box including PPE located in Rm 1.13.</td>
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<tr>
<td>PPE provided: -</td>
<td></td>
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<tr>
<td>o Hand sanitiser</td>
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<tr>
<td>o Apron</td>
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<tr>
<td>o Surgical face mask</td>
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<td></td>
</tr>
<tr>
<td>o Eye protection</td>
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<td></td>
<td></td>
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<tr>
<td>o Gloves</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Users to follow PPE guide APPENDIX 7 APPENDIX 8</td>
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</tbody>
</table>

Low
| Risk of coronavirus infection spreading due to large groups | Reduce mixing within education or childcare setting by:  
- Considering one-way circulation, or place a divider down the middle of the corridor to keep groups apart as they move through the setting where spaces are accessed by corridor. | ✓ Yes | ✓ Yes | ✓ Yes | ✓ Yes | ✓ Yes | ✓ Yes |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Use of face coverings | It is recommended that, where possible, members of the public continue to wear face coverings in crowded and enclosed spaces where you come in to contact with people you don’t normally meet. The use of face coverings helps reduce the spread of COVID-19.  
Staff will be asked to continue to wear face coverings in corridors and large meetings. | ✓ Yes | ✓ Yes | ✓ Yes | ✓ Yes | ✓ Yes | ✓ Yes |
| | Further guidance can be found below:  
| Spread of virus during Science, D&T and Food lessons | CLEAPSS updated their guidance for schools returning in September. The key guide to read is GL343, this guide should be read alongside all of our COVID-19 guidance (see below for list).  
DT Staff should refer to our DT website for their guidance. | ✓ Yes | ✓ Yes | ✓ Yes | ✓ Yes | ✓ Yes | ✓ Yes |
Science Staff should refer to the Science website for their guidance.

CLEAPSS during COVID-19. The CLEAPSS office is open Tuesday to Thursday, and helplines are dealt with Monday to Friday 8.30am to 5.30pm.

They will continue to answer ALL helplines and continue to develop both emergency guidance for COVID-19 and longer-term developmental guides across all the areas they cover.

If there is an EMERGENCY i.e. pupil with chemical in their eye, a chemical spill, or radioactive issue. Then please call 07565 114 059 (available 8.30am-5.30pm weekdays). Please do NOT call the above mobile number with routine questions.

If COVID-19, technical or subject based questions need to be answered then please email it to science@cleapss.org.uk.

Staff to contact CLEAPSS where necessary using the given contact information.

| Poor Psychological / Staff / Pupil Wellbeing – due to personal, workload, returning to school issues, etc. | • Approach to support wellbeing, mental health and resilience in place, including bereavement support.  
• How staff are supported to follow this within their own situations and that of pupils and colleagues is clear.  
• covid-19-guidance-for-the-public-on-mental-health-and-wellbeing | ✔ Yes | • Better Health at Work advocates (AC/JI/PL/AM/RR/ZF) will include COVID-19 WELLBEING in their remit  
• BHAW coordinator AM to provide advocates sources of information should any member of staff need advice and guidance. (This is in planning stages due to return of AM following maternity leave)  
• Pastoral staff and Safeguarding Manager to provide support, advice and guidance to students – counselling will be available where necessary. |
<table>
<thead>
<tr>
<th></th>
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<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Risk of coronavirus</td>
<td>Adjust transport arrangements where necessary including: -</td>
<td>✔ Yes</td>
<td>• Students will be able to cycle to school; bike racks available at</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Low</td>
</tr>
<tr>
<td>Risk of coronavirus infection spreading due to use of transport</td>
<td>Transport wellbeing</td>
<td>student entrance and main entrance</td>
<td></td>
</tr>
<tr>
<td>---------------------------------------------------------------</td>
<td>---------------------</td>
<td>----------------------------------</td>
<td></td>
</tr>
<tr>
<td>• Encourage parents and children and young people to walk or cycle to their education setting where possible.</td>
<td>✓ Yes</td>
<td>STMBC offers a cycle to work scheme APPENDIX 10</td>
<td></td>
</tr>
<tr>
<td>Risk of coronavirus infection spreading due to use of transport</td>
<td>The majority of staff in education settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others. Disposable PPE is only needed in a very small number of cases including:</td>
<td>✓ Yes</td>
<td>Low/Med</td>
</tr>
<tr>
<td>• Children, young people and students whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way.</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>• If a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult.</td>
<td>✓ Yes</td>
<td>• HT will identify/discuss with individual staff regarding their personal choice to wear PPE. Face coverings to be worn in accordance with current government guidance. Staff are to continue to use face masks, when in crowded spaces such as corridors during lesson changeover or at the start/end of the school day. The use of face masks is also requested in large meetings, where social distancing is not possible such as whole school training and briefings (also see separate section on face covering)</td>
<td></td>
</tr>
<tr>
<td>• Education, childcare and children’s social care settings and providers should use their local supply chains to obtain PPE. Where this is not possible, and there is unmet</td>
<td>✓ Yes</td>
<td>• School will provide PPE face masks for those that require them. Staff can obtain masks from reception, ZF or Heads PA.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Full PPE to be worn by first aiders when dealing with unwell</td>
<td></td>
</tr>
</tbody>
</table>
urgent need for PPE in order to operate safely, they may approach their nearest local resilience forum or contact Philip Dixon PPE.Supplies@southtyneside.gov.uk for any PPE – explain your reasoning from your RA.

<table>
<thead>
<tr>
<th>Staff illness</th>
<th>List any additional control measures</th>
<th>✓ Yes</th>
<th></th>
<th>Low/Med</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Staff sickness procedure:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• If any staff member is feeling unwell - they must follow normal procedures.</td>
<td></td>
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<tr>
<td></td>
<td>• Staff member must arrange a test and will only be allowed back to work after 10 days isolation.</td>
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<tr>
<td></td>
<td>• If sickness is not COVID-19 related, staff member to stay off work until they are well.</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>• All staff illnesses will be added to sickness log in usual manner.</td>
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<td></td>
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</tbody>
</table>

- Contact for further supplies if necessary.
- Sickness absence policy to be followed.
- Staff to advise DE if not feeling well and, where this is not possible family member to do so as soon as possible.
- All educational staff and families are entitled to testing. Unwell person to obtain test, and report results to HT.
- Staff to report sickness to DE and provide supporting documentation as appropriate.
Reference Documents:
Further information can be found at:
e-Bug
COVID-19: cleaning of non-healthcare settings guidance
symptoms of coronavirus
staying at home guidance
guidance-to-educational-settings-about-covid-19
covid-19-guidance-for-the-public-on-mental-health-and-wellbeing
Coronavirus (COVID-19): safer travel guidance for passengers
social-distancing guidelines

PPE
COVID-19: guidance for households with possible coronavirus infection
PHE schools resources
Working safely during coronavirus

ASSESSED BY: (Print name) Zoe Farthing

LINE MANAGER: Jill Gillies

SIGNED

DATE
6th September 2021

SIGNED

REVIEW DATE: Ongoing to ensure latest guidance is adhered to
Appendices: -
1. Fire assembly
2. Fire assembly (after 14:35)
3. HSE CV-19 protection poster (sneezing)
4. Handwashing advice notice
5. First aid and Rest Room (isolation room)
6. CPR guidance during COVID-19
7. STMBC PPE guidance dealing with someone who falls ill and is displaying COVID-19 symptoms.
8. STMBC order of putting on/off of PPE
10. STMBC staff cycle to work scheme
11. Lunch Queue – Hot/Cold sanitising stations and menu wall
12. NHS advice posters
13. Science Department facilities/overview
14. OCS staff toilet cubicle used – do not use (pending cleaning)
15. Door signage
16. COVID test centre floor plan
Coronavirus COVID-19

Help prevent coronavirus

Wash your hands
Cover mouth if coughing or sneezing
Avoid touching your face
Keep surfaces clean
Stop shaking hands and hugging
Keep a safe distance

The virus spreads in sneeze and cough droplets, so regularly taking the above measures helps reduce the chance of it spreading.

Visit HSE.ie
For updated factual information and advice
Or call 1850 24 1850

Protection from coronavirus.
It's in our hands.
Hand washing advice

Hand washing routine

Please ensure you wash your hands:
- before leaving home
- on arrival at school
- after using the toilet
- after breaks and sporting activities
- before food preparation
- before eating any food, including snacks
- before leaving school

Soap and water is more effective than using sanitisers
Appendix 5

First Aid
Rest (isolation) room
Phone access to communicate with occupants of rest room
Toilet facilities for unwell person
CPR guidance COVID-19

CPR advice during Covid-19

Because of the heightened awareness of the possibility that the victim may have COVID-19, the Resuscitation Council UK offers this advice which should be followed:

Adult CPR advice

Recognise cardiac arrest by looking for the absence of signs of life and the absence of normal breathing. Do not listen or feel for breathing by placing your ear and cheek close to the patient’s mouth. If you are in any doubt about confirming cardiac arrest, the default position is to start chest compressions until help arrives. Do not perform rescue breaths or mouth-to-mouth ventilation; perform chest compressions only.

Make sure an ambulance is on its way. If COVID 19 is suspected, tell them when you call 999.

If there is a perceived risk of infection, rescuers should place a cloth/towel over the victims mouth and nose and attempt compression only CPR and early defibrillation until the ambulance (or advanced care team) arrives. Put hands together in the middle of the chest and push hard and fast. Early use of a defibrillator significantly increases the person’s chances of survival and does not increase risk of infection.

If the rescuer has access to any form of personal protective equipment (PPE) this should be worn. After performing compression-only CPR, all rescuers should wash their hands thoroughly with soap and water; alcohol-based hand gel is a convenient alternative. They should also seek advice from the NHS 111 coronavirus advice service or medical adviser.

Paediatric advice

Paediatric cardiac arrest is unlikely to be caused by a cardiac problem and is more likely to be a respiratory one, making ventilations crucial to the child’s chances of survival. The most important thing is to act quickly to ensure the child gets the treatment they need in the critical situation. The importance of calling an ambulance and taking immediate action cannot be stressed highly enough. If a child is not breathing normally and no actions are taken, their heart will stop and full cardiac arrest will occur. Therefore, if there is any doubt about what to do, you need to follow the statement below:

It is likely that the child/infant having a cardiac arrest will be known to you. We accept that doing rescue breaths will increase the risk of transmitting the COVID-19 virus, either to the rescuer or the child/infant. However, this risk is small compared to the risk of taking no action as this will result in certain cardiac arrest and the death of the child.

The risk assessment templates are intended as a starting point to consider the steps you may need to take to control the risks. It is unlikely that they will be appropriate for each individual school and they should therefore be adapted for your own specific circumstances. The manager/Head must develop them taking into account individual requirements and using any specific manufactures guidelines/instructions.
Dear all,

Information for schools on the use of Personal Protective Equipment (PPE)

We have taken the decision to supply schools that are currently supporting those children of key workers with PPE.

Although the national guidance around COVID-19 states that this is not necessary in a school setting we feel that PPE will benefit staff in the rare incident that a pupil falls ill and is displaying COVID-19 symptoms while on site. Therefore you will receive a small quantity of PPE including gloves, fluid repellent surgical face mask, apron and goggles.

If a pupil falls ill and is displaying symptoms of a high temperature and a new continuous cough while on site then the guidance states to isolate the child in a room away from other children and staff until a parent or carer is able to collect them. If a member of staff is able to stay two metres away from the child the PPE is not needed. However, we realise that this is not always possible, especially if the child has a learning disability, is very young or is uncontrollably coughing, and needs that extra support from a member of staff.

In this situation we would recommend PPE is used by the staff member. A video showing how this equipment is put on and off is available: https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures.

Once the child has been collected the member of staff should carefully remove the PPE as recommended by the guidance and dispose of this in a waste bag. Depending on the situation goggles may not be needed to be worn and it is recommended that a risk assessment is carried out via the Health and Safety team.

The disposable PPE needs to be left for 72 hours before being placed in the outside waste bin. A thorough clean of the area will also need to be carried out. Should you use the goggles these can be thoroughly cleaned and reused.

If you have any further questions please contact your occupational health team or school nursing team.

If you use your stock of PPE this can be re-ordered by emailing End Faibrother on end.fai.brother@southyvonne.gov.uk

Please remember that social distancing should be applied as well as frequent handwashing in order to protect both children and staff. Regularly cleaning surfaces can also help to protect your staff and pupils and the guidance is available by following this link: https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings.

RISK ASSESSMENT Coronavirus (COVID-19)

Appendix 8

STMBC guidance - Putting on / removing PPE

Procedures for putting donning “on” donning PPE

1. Clean hands with alcohol sanitiser
2. Apron
3. Surgical face mask (*moulding nose piece for a good fit*)
4. Eye protection
5. Gloves

Procedures for doffing “taking off” PPE

1. Remove gloves
2. Clean hands with alcohol
3. Remove apron (*snapping neck, fold down – snap waist straps, fold inside itself*)
4. Clean hands
5. Remove eye protection
6. Clean hands
7. Remove face mask
8. Clean hands

The risk assessment templates are intended as a starting point to consider the steps you may need to take to control the risks. It is unlikely that they will be appropriate for each individual school and they should therefore be adapted for your own specific circumstances. The manager/Head must develop them taking into account individual requirements and using any specific manufactures guidelines/instructions.
The risk assessment templates are intended as a starting point to consider the steps you may need to take to control the risks. It is unlikely that they will be appropriate for each individual school and they should therefore be adapted for your own specific circumstances. The manager/Head must develop them taking into account individual requirements and using any specific manufacturer's guidelines/instructions.
The risk assessment templates are intended as a starting point to consider the steps you may need to take to control the risks. It is unlikely that they will be appropriate for each individual school and they should therefore be adapted for your own specific circumstances. The manager/Head must develop them taking into account individual requirements and using any specific manufactures guidelines/instructions.

Cycle to Work Scheme - Applicant Fact Sheet

South Tyneside Council undertook a decision in September 2011 to reinstate the Cycle to Work scheme working in partnership with Cycle Scheme. South Tyneside Council will retain the right to approve employees on the Cycle to Work scheme. Cycle Scheme will provide the administrative and promotional services to applicants who have joined the scheme.

A. Who can participate in the scheme?
The scheme is open to employees of South Tyneside Council and Educational establishments who have not opted out of Local Authority control.

South Tyneside Council has to undertake some internal checks with the payroll department to determine that: ♦ Applicants are full time employees of South Tyneside Council; ♦ Applicants are over the age of 18; ♦ The salary sacrifice of the Cycle to Work scheme applicant does not mean that the applicant falls below the national minimum wage.

It is important that all employees considering participating in the scheme should read the terms and conditions of the Hire Agreements before making any commitment to join the scheme.

Please note that the Cycle to Work scheme is not in place to purchase bicycles for family and friends and any staff member who undertakes this may face disciplinary action.

Investigations are proceeding as to whether staff from South Tyneside Homes are allowed to join the scheme.

Please note that employees from BT South Tyneside are not entitled to join the scheme.

B. What is salary sacrifice and how do participants save?
Salary sacrifice occurs when an employee agrees to give up part of their salary for an agreed period (in the case of the Cycle to Work scheme this is 18 months) in exchange for a non-cash benefit, such as the loan of a bicycle and safety equipment. Please note that the salary sacrifice in this case is to save for the bicycle and safety equipment and not any other expenses.

As the salary sacrifice is taken from the gross salary (before tax) rather than net pay it means the employee pays less income tax and National Insurance.

Salary Sacrifice Worked Example

In terms of providing an example of how the salary sacrifice may affect a potential applicant, the following worked example has been provided, please note that this is based on your quotation: Your tax calculation

Total cost of bike and accessories: £698.98
Employers' NI saving passed on to you: £0
Net cost of bike and accessories, including finance and admin costs (if applicable): £698.98
Income tax saving over hire period: £139.80

Employee NI saving hire period: £83.88
Final cost of bike & accessories: £415.10
Total saving: £223.88 (gross salary sacrifice, based on month hire period (this should be the figure displayed on your hire agreement and pay slip)): £38.83
Net salary sacrifice, based on month hire period: £26.41

The gross salary sacrifice amount £38.83 is the value that will appear on the applicants pay slips. However, this value does not take into consideration the Income Tax and National Insurance savings that the applicant will receive.
RISK ASSESSMENT Coronavirus (COVID-19)

The applicant will actually pay the Net Salary Sacrifice payment of £25.41 over the 18 months, thus saving around 32% over the course of the hire agreement.

At the end of the hire agreement, Cycle Scheme will contact each applicant to discuss the options available for transferring ownership of the bikes. (See below for further details).

C. What is the maximum value bicycle and equipment employees can select?
Applicants who are interested in joining the Cycle to Work scheme can request up to £1000.00 inc. VAT per Certificate.

D. Who actually owns the bike?
The bike and equipment remain the property of South Tyneside Council throughout the hire period. After the Hire Period, the bikes / equipment become the property of Cycle Scheme Limited.

E. Who is responsible for maintaining the bike?
The employer is responsible to maintain the bike. The identified partner shops are able to provide advice about maintenance and servicing depending on how the bike is used and store offer a free first service.

If the bike is stolen, as long as the employee replaces the bike and continues to use it mainly for commuting purposes, South Tyneside Council can continue to take the salary sacrifice reductions from gross salary.

South Tyneside Council strongly recommends that scheme participants insure the bicycle and safety equipment as soon as they collect it from the store.

F. Does the bike have to be used for commuting?
Employees should use the bike mainly for commuting to and, if relevant, between work places (at least 50% of the bike’s use should be for work purposes). Where possible, the Council intends to monitor how often applicants are using the bikes that are purchased through the Cycle to Work scheme.

Please note that employees cannot claim business mileage allowance with a bike that is being hired.

G. What happens if an employee leaves their job or is made redundant?
Once signed, the Hire Agreement is non-cancellable following a cooling-off period of 2 working days following collection of the goods.

This means that if an employee leaves or is made redundant from their employment during the hire period they are obliged to pay the remaining salary sacrifice amount in full from net pay i.e. without any tax exemptions.

H. What happens at the end of the hire period?
Within the Hire Agreement, it states that at the end of the hire period, the owner of the equipment (Cycle Scheme) will contact you to discuss what is to happen next.

The following video link is provided by Cycle Scheme: http://www.cyclescheme.co.uk/help/end-of-hire-process-video

In order to preserve the tax benefits of the scheme, there can be no guarantee or obligation to transfer ownership to the employee immediately after the hire period has ended.

The HMRC has recently published new guidance to assist with the valuation of bicycle and accessories at the end of a Hire Term. The following HMRC matrix is to be used to establish market value of the bicycle at the end of the hire agreement.

The risk assessment templates are intended as a starting point to consider the steps you may need to take to control the risks. It is unlikely that they will be appropriate for each individual school and they should therefore be adapted for your own specific circumstances. The manager/Head must develop them taking into account individual requirements and using any specific manufactures guidelines/instructions.
RISK ASSESSMENT Coronavirus (COVID-19)

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<table>
<thead>
<tr>
<th>Age of cycle</th>
<th>Acceptable disposal value percentage</th>
<th>Original price of the cycle less £500</th>
<th>Original price £500+</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Year</td>
<td>18%</td>
<td>25%</td>
<td></td>
</tr>
<tr>
<td>18 months</td>
<td>16%</td>
<td>21%</td>
<td></td>
</tr>
<tr>
<td>2 years</td>
<td>13%</td>
<td>17%</td>
<td></td>
</tr>
<tr>
<td>3 years</td>
<td>8%</td>
<td>12%</td>
<td></td>
</tr>
<tr>
<td>4 years</td>
<td>3%</td>
<td>7%</td>
<td></td>
</tr>
<tr>
<td>5 years</td>
<td>Negligible</td>
<td>1%</td>
<td></td>
</tr>
<tr>
<td>6 years &amp; over</td>
<td>Negligible</td>
<td>Negligible</td>
<td></td>
</tr>
</tbody>
</table>

Under the new guidelines, the residual value of cycles after the 18 months hire period is set at 16% for bikes under £500 and 21% for bikes over £500.

Following the hire period, Cycle Scheme will contact each applicant to explain the options for transferring the ownership of the bike. There are 3 potential options available:

- Extendable Use Agreement
- Instant Payment to own the bike
- 3. Return the bike back to Cycle Scheme.

Please note that these options are referenced on the Cycle Scheme website under the getting a bike section / frequently asked question section. Web links to these can be found below:

http://www.cyclescheme.co.uk/getting-a-bike http://www.cyclescheme.co.uk/employees/employee-faqs

The following section provides applicants with further information on the transfer of ownership options:

Option 1 – Extendable Use Agreement

A further option for employees will be to pay a small, refundable deposit to Cycle Scheme to allow the applicant to continue to use the bicycle for an extended period. With reference to the HMRC matrix, this has been set to 4 years.

Applicants would pay a small deposit either 3% for packages under £500, or 7% for packages over £500 and continue to use the bicycle for an extended period of 30 months.

At the end of this period, if the employee does not wish to keep the bicycle, then Cycle scheme will refund the deposit in full. Alternatively, Cycle scheme may at its discretion, offer ownership of the bicycle to the employee at this point, and no further action or payment will be required if they wish to keep the bicycle.

Please note that applicants are able to participate in a further hire agreement with the Council should they decide to undertake the extendable use agreement.

Worked Example for Option 1 (Extendable Use Agreement)

With regard to a worked example for a bicycle package totalling £1,000, the following information indicates the total payments:

Net Salary Sacrifice Payments - 18 monthly payments at £57.78 = £1,039.04
Deposit for Extendable Use Agreement – 7% of £1,000 = £70.00
Total Amount Payable = £1,179.04

In taking this option, the overall percentage savings to the applicant are 25% of the total value of the goods and equipment.
Option 2 – Instant Payment to own the Bike

At the end of the Hire Agreement, applicants can make a final residual payment to Cycle Scheme to own the bike. For 18-month hire agreements the HMRC matrix has set the residual valuation of the bikes as:

- 10% for packages under £500
- 21% for packages over £500

**Worked Example for Option 2 - Instant Payment - Bike Package over £500**

With regard to a worked example for a bicycle package totalling £1,000, the following information indicates the total payments:

- Net Salary Sacrifice Payments - 18 monthly payments at £37.78 = £680.04
- Final Residual Payment for the goods / equipment – 21% of £1,000 = £210.00
- Total Amount Payable = £890.04

In taking this option, the overall percentage savings to the applicant are 11% of the total value of the goods and equipment.

**Option Three – Return of the Bike and associated equipment**

At the end of the Hire Agreement, applicants can make the decision to return the bike and associated equipment back to Cycle Scheme limited.

1. **How do I return my bike?**
   - If you do not wish to take ownership of the Equipment or sign an Extended Use Agreement, applicants must return the bicycle to Cycle Scheme Ltd.

Applicants are to inform Cycle Scheme that they wish to return the bicycle by writing to Cycle Scheme at the below address:

CycleScheme Ltd
PO Box 3809
Bath
BA1 3WX

Once CycleScheme has received written notice of your intention to return the bicycle, they will contact the applicant with further instructions. Whilst Cycle Scheme Ltd will not charge for disposal of the bicycle, applicants will be required to deliver or post the bicycle and are responsible for any financial cost in doing so.

Once the bicycle has been received and verified as the original hired equipment, the applicant will be contacted with an acknowledgement of receipt and no further correspondence will be sent to you.

Please note that if you do not inform Cycle Scheme of your intention to return the bicycle, this would result in a benefit in kind that should be declared on a P11D which may result in any tax savings, made during the hire period, being disallowed.

Furthermore, the applicant will be responsible to pay CycleScheme Ltd any costs that are incurred in recovering the bicycle from you.

1. **Key Contact’s**
   - South Tyneside Council
   - Trevor Male
     - Principal (Strategic Transport)
     - Telephone: 0191 424 7666
     - E-Mail: trevor.male@southtyneside.gov.uk

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RISK ASSESSMENT Coronavirus (COVID-19)

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The risk assessment templates are intended as a starting point to consider the steps you may need to take to control the risks. It is unlikely that they will be appropriate for each individual school and they should therefore be adapted for your own specific circumstances. The manager/Head must develop them taking into account individual requirements and using any specific manufactures guidelines/instructions.
Science Department – April 2021

Practical lesson facilities:

- Practical lessons will follow CLFAPPS guidance. All equipment will be cleaned after practical lessons.
Please ensure has been informed of cleaning need

Please ensure has been informed of cleaning need
Keep this door open

Remove door wedge when leaving for any length of time
Appendix 16

KEY
Administration and processing
PPE and cleaning
Testing

Keep left signs located at intervals from entrance to PE hallway to Sports Hall (in both directions)