



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

COVID-19 Risk Assessment - MBMS Sept 2021



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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:					
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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

2.0 PEOPLE MANAGEMENT AND COMMUNICATION

Hazard	Risk	Control Measures	Site Comments
2.1 Reopening a building following closure (including partial)	<p>Employees, pupils, contractors, visitors.</p> <p>Fatality, serious illness or injury due to not using suitable equipment which could cause fire, explosions, Legionellosis, gas release, explosion, collapse, etc.</p>	<ul style="list-style-type: none"> • All outstanding inspections, testing or servicing of equipment relating to hot and cold-water systems; gas safety; fire safety; kitchen equipment; security including access control and intruder alarm systems; ventilation, lifts/hoists is in place and deemed suitable prior to opening • Legionella monitoring has 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 • Thoroughly clean the kitchen prior to reopening before food preparation resumes. • 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. 	
2.2 Prevent spread of COVID-19	<p>Employees, pupils, contractors, visitors.</p>	<ul style="list-style-type: none"> • Where possible, social distancing will still take place in meetings. • It will be optional whether staff and pupils wear masks in communal areas. 	

	Contracting Coronavirus		
2.3 Staff or pupil shows signs of COVID-19 while on school premises	<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. When 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 we are notified if 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. ● 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. Dance studio. ● 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. ● In an emergency, call 999 if they are seriously ill or injured or their life is at risk. 	

		<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 household detergent followed by a disinfectant 	
2.4 Mental health and wellbeing	All staff and pupils due to demands, control (or a lack of), support, relationships, role and change	<ul style="list-style-type: none"> The Governing body and senior leaders will operate an open door policy for staff who have issues and look to devise flexible solutions. The HT will meet with union reps x 2 in the first half term to ensure lines of communication are kept open. A staff questionnaire was completed by staff before their return to school to gauge how they were feeling and identify colleagues who may need further support. 	
2.5 Visitors to premises: Including Contractors, parents and deliveries	<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 as per the usual log in methods. 	
2.6 Adults or Children with (or living with) particular characteristics, additional or complex needs including those with IHCP's,	<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). 	

2.7 Emergency Procedures	<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"> o First Aiders o Safeguarding Lead o Fire Wardens o SLT o 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 Emergency Evacuation Plans considering social distancing measures where possible. • Practice drills will continue as normal to ensure pupils have awareness of actions to take including one within the first week back • First aid kits have been reviewed to ensure surgical masks, face shield, disposable gloves and hand sanitiser (at least 60% alcohol) are available • First Aiders for the school have been issued with the current advice and guidance produced by the resus council and will follow identified disposal methods including double bagged, stored for 72 hours and then disposed of 	
3.0 Effective infection protection and control			
3.1 Cleaning	<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 	<p>Check all cleaning products, trays are full prior to 1 Sept return.</p> <p>Check all bins with lids are returned to classrooms.</p>

		<p>least 60% alcohol) in classrooms, access/egress points and other learning environments</p> <ul style="list-style-type: none"> • School will provide skin care systems to prevent skin issues such as dermatitis • Adequate supplies of disposable tissues, surface wipes, sanitiser (at least 60% alcohol) and suitable pedal bins in all teaching rooms • Where possible, all spaces should be well ventilated using natural ventilation (opening windows). • Alongside the COSHH Assessment will be the Safety Data Sheet to provide additional information. These assessments to be shared with staff. • Good hygiene practices – do not eat, drink or smoke whilst using substances. • Staff to be instructed to refrain from bringing in their own cleaning products. • Suitable storage of hand sanitiser taking into account the risks around ingestion and fire where substances are stored in bulk • Any hand sanitiser dispensed from large bulk containers to smaller ones are labelled with similar labelling as the bulk container, to ensure the user is aware of any hazards it may present. This should also include any instructions on how to use the hand sanitiser. 	<p>This checking then continues on a daily basis.</p> <p><u>Classroom cleandown</u> At the end of a session, on a paired desk, 1 pupil gets x 2 sheets and 3 squirts of disinfectant. The table top, table sides, seats, sides of seats are cleaned down and the tissue deposited in the lidded bin on the way out.</p> <p>The school cleaning team will continue to work to the same standards and protocols that have been undertaken in the last 18 months.</p>
4.0 Premises			
Movement around the school, including use of corridors	Employees, pupils, contractors, visitors.	<ul style="list-style-type: none"> • An internal one way system remains in place 	see movement protocols

	Contracting Coronavirus	<ul style="list-style-type: none"> At 8.45, 11.15 and 1.15pm KS3 pupils enter the school first within KS2 remaining outside, this lowers the volume of pupils in corridor areas. 	
4.7 Offices	Employees, pupils, contractors, visitors. Contracting Coronavirus	<ul style="list-style-type: none"> There should be natural ventilation in all office areas 	
4.9 Staff rooms	Employees, pupils, contractors, visitors. Contracting Coronavirus	<ul style="list-style-type: none"> The staffroom on the first floor will be the only staffroom in use. Staff can use the back of the music room to sit and congregate, but this area must be returned to use for pupils at the end of each lunch break. The outdoor quad area (behind music) can be used when weather permits. 	
4.10 Ventilation	Employees, pupils, contractors, visitors. Contracting Coronavirus	<ul style="list-style-type: none"> Appropriate windows will be open at all times around the school building to aid good ventilation indoors. 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. To balance the need for increased ventilation while maintaining a comfortable temperature, the following measures will be used as appropriate: 	

		<ul style="list-style-type: none"> • Opening high level windows in preference to low level to reduce draughts • Increasing the ventilation while spaces are unoccupied (e.g. between meetings, during lunchtimes, when a room is unused) • Providing flexibility to allow additional, suitable indoor clothing. • Rearranging furniture where possible to avoid direct drafts • Checking to ensure windows are not obstructed or blocked by curtains or furniture • Increasing ventilation where more aerosols are released during activities such as singing or sport 	
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"> • Pupils will remain in year group areas outside for break and lunchtimes. This has promoted better behaviour and will help spread 600 pupils across the school site more evenly. • Pupils will come to school in their PE kits on days they have curriculum PE. • Pupils will come to school in uniform the days they attend a club after school, they will get changed straight after school. • There will be a published programme of out of school hours activities. 	
4.14 Extra-curricular provision (Autumn Term)	<p>Employees, pupils, contractors, visitors.</p> <p>Contracting Coronavirus</p>	<ul style="list-style-type: none"> • The school will produce a programme of OSHL activities. 	
5.0 Testing			

<p>5.1 Secondary school testing on-site through an Asymptomatic Testing Site (ATS)</p>	<p>Employees, pupils, contractors, visitors.</p> <p>Contracting Coronavirus</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 • School to utilise 'Considerations for COVID-19 Testing Risk Assessment' for hazards and control measures associated with onsite mass testing Program • The first two tests in school will take place in the sports hall • A positive test result from a Lateral Flow Device (LFD) on site will trigger the legal duty to self-isolate. • 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. This will be the dance studio. • Pupils will be supervised whilst swabbing to make sure they are doing it correctly for the first two tests in school. • All school staff involved in on site testing will have received training. • 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"> o 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 o Mass testing is a risk reduction exercise and it is therefore essential that the existing COVID-19 risk assessment(s) is followed o What rapid testing is o Why written medical consent is not required o The provision of the privacy notice for testing at home. 	
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		<ul style="list-style-type: none"> o Who is acting as the Covid Coordinator and Registration Assistant o How they will collect and sign for their test kits o The importance of following the correct instructions when testing. o Guidance on how to carry out their test and how to dispose of packs o 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) o 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. o 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 ● Any individual unable to tolerate a swab will not be tested. 	
5.2 Asymptomatic COVID-19 Home Testing Programme	<p>Employees, pupils, contractors, visitors.</p> <p>Contracting Coronavirus</p>	<ul style="list-style-type: none"> ● Individuals will be recommended to do bi-weekly testing 3 to 4 days apart on a fixed schedule e.g. every Monday morning or first day of school week if Monday is a holiday 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 	<p>Testing lead: KF Team leaders: LN and LD Meet and greet: DS Swabbing assistants: RL, FMc/ HDR Processors: JWr/ JI/ WD/ KF Results recorder: DM/ LN/ LD</p>

		<ul style="list-style-type: none"> ● 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 ● Ongoing communications (letters/ texts) have been provided to all staff, pupils and parents 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 	
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		<ul style="list-style-type: none"> o Mass testing is a risk reduction exercise and it is therefore essential that the existing COVID-19 risk assessment(s) is followed o What rapid testing is o Why written medical consent is not required o The provision of the privacy notice for testing at home. o Who is acting as the Covid Coordinator and Registration Assistant o How they will collect and sign for their test kits o The importance of following the correct instructions when testing. o Guidance on how to carry out their test and how to dispose of packs o 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) o 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. o Onsite Process for highlighting any issues or concerns relating to the testing programs 	
5.3 Individual tests positive for COVID-19 following the use of a LFD at home	Employees, pupils, contractors, visitors.	<ul style="list-style-type: none"> ● Individuals who test positive with an LFD will isolate and arrange for a PCR test. ● Staff who have had 2 vaccination jabs do not have to self isolate in line with government guidance. 	If a staff member tests positive for covid using a LFD, they phone JN or KF

	Contracting Coronavirus	<ul style="list-style-type: none"> • All LFD test results will be provided to the NHS and directly to the school via GForm and a phone call to JN and KF • School Governing body reserves the right to discipline staff where test results haven't been appropriately communicated 	
5.4 Onsite Testing individuals with SEND	<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"> • A rota has been devised for onsite testing 	<p>A timetable has been set up to test all pupils in KS3 if we have consent.</p> <p>Test 1: A negative PCR test result allows a pupil or staff member to come back to school if they have tested positive with a LFD.</p>



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Break down of the school day timings

NB - A directed time for staff - 6 hours 10 minutes for a school day
Ready to work at 8.35am through until 12.30pm (3 hours 55 minutes)
1.15pm through to 3.30pm (2 hours 15 minutes)

A one way system is in place around the school internal corridors.

Time	Year Group	Notes
Entry into school 8.45am	Y5 - back gates beside art room Y6 - front double gates by sportshall Y7 - back gates by caretakers house Y8 - front double gates by sports hall	If pupils arrive in school early, Y5 and 7 will use the backyard. Y6 and 8 will use the front of school but not beyond the main entrance door. We should discourage any pupils coming to school more than 5 minutes before the day starts.
Movement to period 1	9.15am When the bell sounds all pupils move around the one way system.	All staff should be at their door ensuring good order in corridors. SLT will manage stairwells along with staff that have rooms close by.
Movement to period 2	10.15am	Same as P1
End of period 2	11.15am signals break time for all There is now a no eating rule on the astro pitch.	Teachers see pupils down stairwells if they have rooms close by. Pupils may have a snack at break time. (not on the astro)



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Break time and the start of P3.	We maintain areas for year groups Y5 - backyard Y6 - front yard Y7 - near side of astro Y8 - far side of astro	Staff collect KS2 pupils from break. KS3 are allowed to file in on the understanding they do this in a responsible fashion. This gives them an onus of responsibility and a slight 'lag' in getting both KS groups into school.
Lunchtime - 45 minutes	12.30pm Y7 and 8 go for lunch in the canteen. Y7 packed lunches can also go in the school hall 12.47pm Y5 and 6 go for lunch in the canteen. Y6 packed lunches can also go in the school hall	
Start of period 4 - 1.15pm	Y5 line up in the back yard Y6 line up on the front yard Y7 and Y8 can go straight into school.	KS2 collected by staff for P4.
Period 5 - 2.15pm		
End of the school day (3.15pm) leaving school.	Y5 leave by the back gate next to art Y6 leave by the front gate Y7 leave by the back gate next to	Staff who teach KS2 escort them to the gates, this increases the visibility of staff.



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	the caretakers house Y8 Leave by the front gates.	
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Coronavirus outbreak management plan

The following DFE document has been used when devising this plan

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1011704/20210817_Contingency_Framework_FINAL.pdf

Objectives of the plan

- To maintain high quality education for all pupils on a consistent basis.
- To minimise the transmission of C19 if higher levels are found amongst the adult / pupil population.

Leadership of this plan

If the Headteacher feels this plan needs to be activated he will discuss the reasoning for this with the Public Health team. If they are in agreement that the plan needs to be activated he will inform the staff, governors, pupils and parents of the school as soon as possible.

What thresholds may activate this plan?

- Where 5 pupils / staff who have mixed closely (connected cases) test positive for C19 within a 10 day period.
- 10% of pupils / staff who are likely to have mixed closely (connected cases) test positive for C19 within a 10 day period.

The term 'mixed closely' refers to a form group or subject class, a friendship group mixing at social times, a sports team and a group that is part of an extra curricular activities programme.

If either of the thresholds are reached, the reaction to the outbreak may be (to be agreed with NT Public Health Team)

- Increased (more than twice a week) testing for staff at school
- Bringing testing back 'in house' and testing pupils on site rather than at home
- Face coverings for KS3 in communal areas (corridors and toilets)
- Shielding for specifically identified staff / pupils



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- To cease any external visitors coming into school
- To cease any school visits
- The potential to switch to home learning for cohorts of pupils. This is a very last resort and is not preferred. If this is used, leaders should check beforehand that high quality remote learning is readily available to all of this cohort of pupils.
- What activities (if any) can be moved outdoors across the school week
- Increased cleaning regimes where areas where transmission may have taken place
- Can ventilation be further increased to help particles out of the building (that does not compromise what is reasonable for staff / pupil comfort).

Remote education

Remote education must be provided if pupils test positive for C19 but are well enough to learn from home. Also, for any groups of pupils that we ask to self isolate because of an outbreak.

Other considerations

- There must always be a senior member of the safeguarding team on site if there is reduced occupancy on site.
- The same care for safeguarding must be given to pupils who are working remotely
- Vulnerable pupils who are at home must have additional welfare checks / contact made with them to ensure they are well / safe.
- Pupils entitled to free school meals must have been given consideration if they are away from school unwell / isolating.

It is the intention that, if needed, this plan would be implemented in the short term (eg 10 school days) to break the transmission chain of C19 and allow the school to then return to normal working.