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<u>Version Control</u>	
Version 1 – September 2021	Text is black with control measures/headings in red.
Version 2 – November 2021	Text is black with control measures/headings in blue.
Version 3 – January 2022	Text is black with control measures/headings in green.
Version 4 – January 2022	Text is black with control measures/headings in orange.

## Introduction

The government continues to provide guidance to schools to reduce the risk of transmission and illness from the spread of COVID-19. The Prime Minister announced on 27<sup>th</sup> November the temporary introduction of new measures as a result of the Omicron variant and on 8<sup>th</sup> December that Plan B, set out in the autumn and winter plan 2021, was being enacted. As a result, new measures have been reflected in updated guidance for schools. This advice remains subject to change as the situation develops.

COVID-19 continues to be a virus that we learn to live with and it is imperative to reduce the disruption to young people's education. Our priority is to deliver face-to-face, high-quality education to all students. The evidence is clear that being out of education causes significant harm to educational attainment, life chances, mental and physical health.

The Government accepts there cannot be a 'one-size-fits-all' approach. The general system of controls provides a set of four principles to substantially reduce the risk of transmission of COVID-19, whilst school leaders are required to make judgements about how to balance delivery of a broad and balanced curriculum for students, with the measures required to mitigate risk.

Our COVID-19 risk assessment has been considered and ratified by the Governing Body, consulted with trade unions and employees and shared with parents, students and visitors to the school. This ensures that the school has identified and accounted for the foreseeable risks, but also that expectations are clearly communicated to those to whom they apply, ensuring individuals are aware and understand why they have been put in place and the importance of adhering to them.

This risk assessment will be reviewed half termly unless circumstances require an earlier revision (e.g. a change in Government guidance, the need to add or adapt safety measures when observed in practice, or in the event of a local lockdown etc).

*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.*

## Implementing protective measures – Public Health advice to minimise COVID-19 risks

In education settings, preventing the spread of COVID-19 involves preventing:

- Direct transmission, for instance, when in close contact with those sneezing and coughing
- Indirect transmission, for instance, touching contaminated surfaces

Government guidance provides the following ‘hierarchy of controls’ to prevent the spread of COVID-19. Maximising use of these controls will create an inherently safer system, where the risk of transmission is substantially reduced. They are an adapted form of the system of protective measures that have been in place since March 2020 and have been reviewed in line with the most recent guidance (5<sup>th</sup> January 2022).

Control measures:

1. Ensure good hygiene for everyone.
2. Maintain appropriate cleaning regimes.
3. Keep occupied spaces well ventilated.
4. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.

The school community should proceed with caution and find the right balance between protecting health and living with COVID-19 as more of the population is vaccinated. This places a high level of personal responsibility on staff, students and visitors to follow expectations in order to contain case rates and reduce transmission.

School will continue to maintain an outbreak management plan and will work with the local health protection teams regarding case numbers in school. The Local Director of Public Health may advise the school to temporarily reintroduce some control measures in the event of an outbreak.

What are the risks?	Who might be harmed?	How are we already controlling the risks?	What further action do we need to take to control the risks?	Who needs to carry out action?	When should this action be completed?
<p><u>Control measure 1 – Ensure good hygiene for everyone.</u></p> <p><b>Hand hygiene.</b></p> <p>Increased risk of infection and transmission of COVID-19.</p> <p><i>Direct transmission includes when in close contact with those sneezing and coughing.</i></p> <p><i>Indirect transmission is from touching contaminated surfaces.</i></p>	<p>Staff, students and visitors attending school.</p>	<p>Handwashing facilities are available onsite with antibacterial soap and running water.</p> <p>Sanitising stations are available at main reception for visitors and in other designated areas including communal work spaces.</p> <p>Sanitiser is above the minimum level of 60% alcohol. Skin cleaning wipes or soap and water are available as an alternative to sanitiser, if required (i.e. due to additional complex needs or skin concerns such as dermatitis). School also has a small supply of alcohol free hand sanitiser for practical subject areas (due to flammable risk) and pregnant workers.</p> <p>Signage is in place within staff and student toilets to encourage frequent and thorough handwashing.</p>	<p>Hand sanitising products remain available in all classrooms and work areas.</p> <p>Students will be reminded to clean their hands throughout the school day as a regular practice.</p>	<p>Staff, students and visitors attending school.</p>	<p>September 2021 and ongoing until guidance is updated.</p>

What are the risks?	Who might be harmed?	How are we already controlling the risks?	What further action do we need to take to control the risks?	Who needs to carry out action?	When should this action be completed?
<p><u>Control measure 1 – Ensure good hygiene for everyone.</u></p> <p><b>Respiratory hygiene ‘catch it, bin it, kill it’.</b></p> <p>Increased risk of infection and transmission of COVID-19.</p> <p><i>Direct transmission includes when in close contact with those sneezing and coughing.</i></p> <p><i>Indirect transmission is from touching contaminated surfaces</i></p>	<p>Staff, students and visitors attending school.</p>	<p>Swing lid bins and a supply of tissues are available in all occupied rooms.</p> <p>Waste is disposed of (bagged, tied and taken to the external bins) at least daily, by the cleaning team.</p> <p>Signage is in place to encourage good respiratory hygiene.</p>	<p>All adults and students will continue to be advised to use a tissue or elbow to cough or sneeze and use the bins provided for tissue waste.</p>	<p>Staff, students and visitors attending school.</p>	<p>September 2021 and ongoing until guidance is updated.</p>

What are the risks?	Who might be harmed?	How are we already controlling the risks?	What further action do we need to take to control the risks?	Who needs to carry out action?	When should this action be completed?
<p><u>Control measure 1 – Ensure good hygiene for everyone.</u></p> <p><u>Use of personal protective equipment (PPE)</u></p> <p>Increased risk of infection and transmission of COVID-19.</p> <p><i>Direct transmission includes when in close contact with those sneezing and coughing.</i></p> <p><i>Indirect transmission is from touching contaminated surfaces.</i></p>	<p>Staff, students.</p>	<p>Reference to PPE in relation to COVID-19 includes the following:</p> <ul style="list-style-type: none"> <li>• fluid-resistant surgical face masks</li> <li>• disposable gloves</li> <li>• disposable plastic aprons</li> <li>• eye protection (for example a face visor or goggles)</li> </ul> <p>School has stock of all PPE items listed above and this is stored appropriately.</p> <p>When caring for an individual with symptoms of COVID-19, a face mask will be worn if a distance of 2 metres cannot be maintained. In the unlikely event that contact is necessary, then gloves, an apron and a face mask will be worn.</p>	<p>The majority of staff in education settings do 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.</p> <p>Advice and guidance regarding the use of PPE has been provided by the Director of Public Health. This includes a summary of activities and the recommended precautions for each. This continues to be displayed in the medical room as a reference point for First Aiders and also in the staffroom.</p>	<p>Staff First Aid Cleaning Team</p>	<p>September 2021 and ongoing until guidance is updated.</p>

What are the risks?	Who might be harmed?	How are we already controlling the risks?	What further action do we need to take to control the risks?	Who needs to carry out action?	When should this action be completed?
<p><u><a href="#">Control measure 2 – Maintain appropriate cleaning regimes using standard products such as detergents.</a></u></p> <p>Increased risk of infection and transmission of COVID-19.</p> <p><i>Direct transmission includes when in close contact with those sneezing and coughing.</i></p> <p><i>Indirect transmission is from touching contaminated surfaces</i></p>	<p>Staff, students and visitors attending school.</p>	<p>School continues to follow the <a href="https://www.gov.uk/government/publications/COVID-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/COVID-19-decontamination-in-non-healthcare-settings</a> guidance produced by Public Health England.</p> <p>Day janitorial cleaning is carried out throughout the school day with tasks focussed upon maintaining cleanliness of high traffic areas and welfare facilities.</p> <p>Frequently touched surfaces are cleaned at greater intervals by the cleaning team.</p>	<p>Additional day janitorial cleaning is being provided by increasing contracted cleaning hours, not by diverting existing hours from the evening shift. This has been extended until <b>March 2022</b> and will be reviewed thereafter.</p> <p>Staff continue to be advised to refrain from bringing their own cleaning products into school. If this is critically important, Site Team must be informed in order to arrange a COSHH assessment, prior to use.</p>	<p>Staff Site &amp; Cleaning Team.</p>	<p>September 2021 and ongoing until guidance is updated.</p>

What are the risks?	Who might be harmed?	How are we already controlling the risks?	What further action do we need to take to control the risks?	Who needs to carry out action?	When should this action be completed?
<p><a href="#"><u>Control measure 2 – Managing school premises – cleaning areas after a suspected or confirmed case of COVID-19</u></a></p> <p>Increased risk of infection and transmission of COVID-19.</p> <p><i>Indirect transmission is from touching contaminated surfaces.</i></p> <p><i>The risk of infection depends on a number of factors, including:</i></p> <ul style="list-style-type: none"> <li>• <i>The type of surfaces contaminated</i></li> <li>• <i>The amount of virus shed from the individual.</i></li> <li>• <i>The time the individual spent in the setting.</i></li> <li>• <i>The time since the individual was last in the setting.</i></li> </ul>	<p>Staff, students and visitors attending school.</p>	<p>Disinfectant cleaning products, effective against viruses, are available in a range of application methods, e.g. wipes, spray bottles and concentrated solutions for dilution.</p> <p>COSHH assessments have been completed for all cleaning products and displayed in key areas. Staff are trained in their use.</p> <p>Sufficient stock of cleaning products are available and securely stored. Stock levels are managed by the Cleaning Supervisor.</p>	<p>Arrangements for cleaning an area after an individual with suspected or confirmed COVID-19 has left the building will continue as follows –</p> <ul style="list-style-type: none"> <li>• Cleaning with a regular/stock disinfectant product to reduce the risk of indirect infection transmission.</li> <li>• Cleaning staff will wear disposable gloves and aprons.</li> <li>• All surfaces that a symptomatic individual has come into contact with will be washed using warm soapy water and a disposable cloth, followed by disinfecting the surfaces with stock disinfectant cleaner.</li> <li>• Particular attention will be paid to frequently touched surfaces such as door handles, banisters, chairs, keyboard, telephone, sanitary fittings in toilet areas etc. Disposable cloths or paper roll and disposable mop heads will be used to clean all hard surfaces.</li> <li>• Care will be taken to avoid splashes and spray when cleaning.</li> <li>• Communal areas where a symptomatic individual has passed through and spent minimal time, such as corridors, but which are not visibly contaminated with body fluids, can be cleaned thoroughly as normal.</li> <li>• If an area or object has been contaminated with visible bodily fluids, PPE will be used to cover the eyes, mouth and nose, in addition to wearing gloves and an apron. Any items that are heavily contaminated with body fluids and</li> </ul>	<p>N Thorne B Wood Site Team Cleaning Team</p>	<p>September 2021 and ongoing until guidance is updated.</p>

			<p>cannot be cleaned by washing will be disposed of.</p> <ul style="list-style-type: none"><li>• Cleaning staff will wash their hands with soap and water for at least 20 seconds once the area is cleaned, after removing PPE.</li></ul>		
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What are the risks?	Who might be harmed?	How are we already controlling the risks?	What further action do we need to take to control the risks?	Who needs to carry out action?	When should this action be completed?
<p><u><a href="#">Control measure 3 – Keep occupied spaces well ventilated</a></u></p> <p>Increased risk of infection and transmission of COVID-19.</p> <p><i>Direct transmission includes when in close contact with those sneezing and coughing.</i></p> <p><i>Indirect transmission is from touching contaminated surfaces.</i></p>	<p>Staff, students and visitors attending school.</p>	<p>Where possible, occupied internal areas are ventilated using natural ventilation (i.e. windows).</p> <p>Site team respond to repairs and also undertake checks to windows and doors during the holiday periods to ensure maximum ventilation can be provided.</p> <p>Doors are propped open (with the exception of fire doors) where it is safe and practicable to do so, to aid ventilation and limit the use of door handles.</p> <p>The option to wear extra layers during colder weather is available.</p>	<p>Continue to use the building energy management system to monitor thermal comfort levels and adjust heating to supplement low temperatures when necessary.</p> <p>Open high-level windows in colder weather in place of low-level windows to reduce draughts. Site Team are available to assist with this and staff can request support via the Site Team email address.</p> <p>Increasing ventilation (purging the air) while spaces are unoccupied (for example, between classes, during breaks, when a room is unused) is encouraged.</p> <p>Particular consideration will be given to ventilation during larger gatherings, including staff, parent and student events and assemblies. This will include opening doors and windows prior to, during and after the event. <a href="#">Parents evenings will remain virtual via School Cloud. Governors meetings will also revert to online.</a></p> <p>CO2 monitors <a href="#">have been</a> provided by Government. They allow site staff to quickly identify where ventilation needs to be improved.</p> <p>If space allows, furniture can be re-arranged to avoid direct draughts during colder weather.</p>	<p>Staff</p>	<p>September 2021 and ongoing until guidance is updated.</p>

What are the risks?	Who might be harmed?	How are we already controlling the risks?	What further action do we need to take to control the risks?	Who needs to carry out action?	When should this action be completed?
<p><a href="#"><u>Control measure 4 – Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.</u></a></p> <p><a href="#"><u>When an individual develops COVID-19 symptoms or has a positive test.</u></a></p> <p>Increased risk of infection and transmission of COVID-19.</p> <p><i>Direct transmission includes when in close contact with those sneezing and coughing.</i></p> <p><i>Indirect transmission is from touching contaminated surfaces.</i></p>	<p>Staff, students and visitors attending school and the community.</p>	<p>Students, staff and visitors (including contractors) are instructed not to attend school site if –</p> <ul style="list-style-type: none"> <li>• they have symptoms of COVID-19,</li> <li>• they have had a positive test result,</li> <li>• or other reasons requiring them to stay at home due to the risk of them passing on COVID-19 (e.g. they are required to quarantine).</li> </ul>	<p>Use existing communication systems (i.e. website, letter, email and text) and signage to reinforce the message not to attend site and to follow public health advice.</p> <p>They must immediately cease to attend and not attend for the period stipulated by public health authorities. This will reflect:</p> <ul style="list-style-type: none"> <li>• the start of their symptoms,</li> <li>• the test date if they did not have any symptoms but have had a positive test result,</li> <li>• the determined isolation period as a close contact or for quarantine.</li> </ul> <p><i>From Monday 17 January, people who are self-isolating with COVID-19 will have the option to reduce their isolation period after 5 full days if they test negative with a lateral flow device (LFD) on both day 5 and day 6 and they do not have a temperature.</i></p> <p><i>The first test must be taken no earlier than day 5 of the self-isolation period, and the second must be taken the following day. All test results should be reported to NHS Test and Trace.</i></p> <p><i>If the result of either of their tests is positive, the individual should continue to self-isolate until they get negative results from two LFD tests on consecutive days or until they have completed 10 full days of self-isolation, whichever is earliest.</i></p>	<p>SLT Staff</p>	<p>September 2021 and ongoing until guidance is updated.</p>

			Anyone who is unable to take LFD tests or anyone who continues to have a temperature will need to complete the full 10-day period of self-isolation.		
		<p>If an individual (staff or student) becomes unwell with symptoms of COVID-19 whilst they are on the school site, they are sent home and the household is advised to follow the 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'. (<a href="https://www.gov.uk/government/publications/COVID-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-COVID-19-infection">https://www.gov.uk/government/publications/COVID-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-COVID-19-infection</a>)</p> <p>If an individual becomes seriously ill, injured or their life is at risk, emergency services are contacted by calling 999.</p>	<p>The individual must self-isolate and should arrange to have a test via the following link <a href="https://www.gov.uk/guidance/coronavirus-COVID-19-getting-tested">https://www.gov.uk/guidance/coronavirus-COVID-19-getting-tested</a>) or via NHS 119 for those without access to the internet.</p> <p>If a student becomes unwell with symptoms consistent with COVID-19 during a lesson, the teacher will contact the main office using the purple card email address. The email must state if the request is for first aid assistance or behaviour support. A member of the first aid team will go to the classroom to collect the student and accompany them to the medical room. Both the student and first aider will wear a disposable face mask (provided by the school) as they move from the classroom to the medical room as this will involve moving through communal spaces. Additional items of PPE (e.g. gloves) are also available if required.</p> <p>If a student is displaying symptoms of COVID-19 and is waiting to be collected by a parent, they will be located in the medical room designated for COVID-19, where they can be safely isolated behind a closed door and with a window for ventilation. A toilet and hand basin adjoins this room. The room will be cleaned and disinfected by the cleaning team, using disinfectant cleaning products, prior to use by anyone else.</p> <p>PPE will be worn by staff attending to a student with COVID-19 symptoms if a distance of 2 metres</p>	<p>Staff Students Parents First Aid Cleaning Team</p>	<p>September 2021 and ongoing until guidance is updated.</p>

			<p>cannot be maintained or a student needs direct assistance (e.g. for a student with complex additional needs).</p> <p>A member of staff who has helped a student or staff member displaying symptoms of COVID-19 must wash their hands thoroughly for at least 20 seconds with soap and running water or use hand sanitiser after any contact with the individual. They do not need to isolate unless they develop symptoms themselves or they have been advised to do so by NHS Test &amp; Trace.</p> <p>If more than one student needs to use a medical room, students will be socially distanced at 2m. Additional rooms will be brought into use if necessary.</p> <p>If a student displays COVID-19 symptoms, or has a positive test whilst at school, they will be advised to avoid using public transport and, wherever possible, be collected by a member of their household. If a parent/carer is unavailable to collect their child, and if it is age appropriate to do so, school will seek agreement from the parent/carer for their child to walk or cycle home.</p> <p>If a parent or carer insists on a symptomatic student attending school, the Headteacher can take the decision to refuse the student if, in his reasonable judgement, it is necessary to protect other students and staff from possible infection with COVID-19. The Headteacher's decision would be carefully considered in light of all the circumstances and current public health advice.</p>		
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			<p>If a member of staff displays symptoms of COVID-19 during a lesson, the teacher will inform the main office using the purple card email address. A member of SLT will be informed and will go directly to the classroom. The member of staff will be sent home and cover for the lesson facilitated. If the lesson can be moved to another classroom, it will be. Thorough cleaning will be undertaken thereafter. The member of staff will be required to access a COVID-19 test.</p>		
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<p><a href="#"><u>Control measure 4 – Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.</u></a></p> <p><a href="#"><u>Asymptomatic testing</u></a></p> <p>Increased risk of infection and transmission of COVID-19.</p> <p><i>Direct transmission includes when in close contact with those sneezing and coughing.</i></p> <p><i>Indirect transmission is from touching contaminated surfaces.</i></p>	<p>Staff, students.</p>	<p>Staff and students are provided with lateral flow test kits to enable twice weekly testing at home (3 – 4 days apart).</p> <p>School continues to offer an Asymptomatic Test Site to those who are unable to complete testing at home.</p> <p>School continues to provide mass onsite asymptomatic testing when required.</p> <p>Staff and students attending school during the holiday periods are advised to continue with twice weekly testing.</p>	<p>Test kit stock is replenished regularly and kits are distributed to students as soon as possible following a delivery. An instruction leaflet is provided with kits.</p> <p>Regular reminders are issued to parents to complete LFD testing twice weekly with a recommendation that this takes place on Monday and Thursday mornings or the preceding evening.</p> <p>Staff kits continue to be available for collection from JGP.</p> <p>Staff and students are asked to 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.</p> <p>Staff or students with a positive LFD home test result but no symptoms need to self-isolate in line with the stay-at-home guidance.</p> <p><i>Confirmatory PCR tests following a positive lateral flow device (LFD) test result are temporarily suspended from Tuesday 11 January 2022. Individuals who receives a positive LFD test result will be required to self-isolate immediately and will not be required to take a confirmatory PCR test.</i></p>	<p>Staff Students</p>	<p>September 2021 <i>and ongoing until guidance is updated.</i></p>

What are the risks?	Who might be harmed?	How are we already controlling the risks?	What further action do we need to take to control the risks?	Who needs to carry out action?	When should this action be completed?
<p><a href="#"><u>Control measure 4 – Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.</u></a></p> <p><a href="#"><u>Engage with the NHS Test and Trace process</u></a></p> <p>Increased risk of infection and transmission of COVID-19.</p> <p><i>Direct transmission includes when in close contact with those sneezing and coughing.</i></p> <p><i>Indirect transmission is from touching contaminated surfaces.</i></p>	<p>Staff, students and visitors attending school.</p>	<p>School has an established system of identifying, notifying and monitoring close contacts.</p> <p>From 19th July 2021, contacts within school will be traced by NHS Test and Trace where the positive case specifically identifies an individual as having close, prolonged contact. NHS contact tracers will provide support on how to identify a close contact. The school will not routinely be asked to provide details of close contacts.</p>	<p>School may be contacted in exceptional cases to help with identifying close contacts. School will engage with this process and has contact details for the local Public Health England health protection team for the North East.</p> <p><i>Staff who are fully vaccinated, or young people aged between 5 and 18 years and 6 months, identified as a close contact of someone with COVID-19, should take an LFD test every day for seven days and continue to attend school as normal, unless they have a positive test result or develop symptoms at any time.</i></p>	<p>Staff Student Parents/carers</p> <p>Local Health Protection Team</p>	<p>September 2021 and ongoing until guidance is updated.</p>

What are the risks?	Who might be harmed?	How are we already controlling the risks?	What further action do we need to take to control the risks?	Who needs to carry out action?	When should this action be completed?
<p><a href="#"><u>Control measure 4 – Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.</u></a></p> <p><a href="#"><u>Contain an outbreak by following local health protection team advice.</u></a></p> <p>Increased risk of infection and transmission of COVID-19.</p> <p><i>Direct transmission includes when in close contact with those sneezing and coughing.</i></p> <p><i>Indirect transmission is from touching contaminated surfaces.</i></p>	<p>Staff, students and visitors attending school.</p>	<p>School has maintained contact with the local health protection team to ensure steps taken are proportionate to case rates within the school setting and local area.</p>	<p>In the event of a local outbreak, school will work with the local health protection team who will advise if additional action is required.</p> <p>The school’s Outbreak Management plan will then be implemented which will inform further action. This is available as a separate document.</p>	<p>Staff Student Parents/carers</p> <p>Local Health Protection Team</p>	<p>September 2021 and ongoing until guidance is updated.</p>

#### Students identified as clinically extremely vulnerable (shielding) or clinically vulnerable

Clinical studies have shown that children and young people, including those originally considered to be clinically extremely vulnerable (CEV), are at very low risk of serious illness if they catch COVID-19. The UK Clinical Review Panel has recommended that all children and young people under the age of 18 should no longer be considered CEV and should be removed from the Shielded Patient List, the national database of people considered clinically extremely vulnerable.

All children and young people should continue to follow the same guidance as everyone else, which can be found at [www.gov.uk/coronavirus](http://www.gov.uk/coronavirus). For a very few individual children specific clinical advice may be given and this should continue to be followed. Where a student is unable to attend school because they are complying with clinical and/or public health advice, we will offer access to remote learning and their absence will not be penalised.

School will continue to monitor Government guidelines relating to clinically extremely vulnerable and clinically vulnerable groups and any changes to local measures.

If parents or students with particular conditions or significant risk factors are concerned, school will discuss this, explain the measures that are in place to reduce risks and ascertain whether anything additional can be done to support these areas further.

#### Travel and quarantine

All students travelling to England must adhere to government travel advice and parents should bear in mind the impact on their child's education which may result from any requirement to quarantine upon return. [Those arriving from a 'red list' country, or have transited through one in the past 10 days, must follow the red list rules.](#)

#### Working safely during the COVID-19 pandemic

Whitley Bay High School is committed to taking all reasonable steps to manage risk and protect staff and others from transmission and infection of COVID-19.

The following control measures have been identified to protect those individuals with potentially increased vulnerability to infection or adverse outcomes from COVID-19. Where applicable they should be viewed as supplementary to the hierarchy of controls outlined in the previous sections of this risk assessment.

If staff are concerned, including those who were identified as clinically vulnerable, clinically extremely vulnerable or at increased comparative risk from coronavirus, we advise staff to discuss their particular circumstances with a member of SLT. This will allow an opportunity to review the measures that are in place to reduce risks and ascertain whether anything additional can be done to support these areas further.

Staff identified as clinically extremely vulnerable (CEV)

Whilst working from home arrangements for CEV staff has now ended, school continues to have a legal responsibility to protect their employees and others from risks to their health and safety. Staff who require such reasonable adjustments will be supported on a discretionary basis.

School will continue to monitor Government guidelines relating to clinically extremely vulnerable and clinically vulnerable groups and any changes to local measures. For example, it may be necessary to review working arrangements in response to reduced vaccine efficacy over time or to develop an immune response to a booster vaccination.

Staff identified as clinically vulnerable (CV)

CV staff can continue to attend school. While in school they must follow the system of controls to minimise the risks of transmission.

Living with a shielded or clinically vulnerable person

If a student or a member of staff lives with someone who is clinically extremely vulnerable or clinically vulnerable, including those who are pregnant, they can attend school. As with all staff, students and visitors, individuals are advised to follow the control measures within this risk assessment to minimise the risk of transmission.

COVID-19 vaccination programme

Governors and school leaders encourage and support vaccine take up and will permit staff time (under the Leave of Absence Policy), including during term time, to attend booked vaccine (including booster) appointments where it is not possible to arrange an appointment outside of working hours.

Students aged 16 – 17 years old have been offered a COVID vaccine via a vaccination centre external to school. Students in Years 9 – 11 have been offered a COVID vaccine as part of the national schools' vaccination programme. This was completed in October/November 2021. A second dose will be provided during February 2022 for those who provide consent.

What are the risks?	Who might be harmed?	How are we already controlling the risks?	What further action do we need to take to control the risks?	Who needs to carry out action?	When should this action be completed?
<p><u>Pregnancy</u></p> <p>Pregnant women were included in the list of people at moderate risk (clinically vulnerable) as a precaution.</p>	<p>Pregnant mother</p> <p>Unborn child</p> <p>The majority of women who have become ill from COVID-19 were in their third trimester of pregnancy (28 weeks +).</p>	<p>A risk assessment is available for pregnant workers.</p> <p>Reasonable adjustments are discussed with LB for teaching staff and NJT for support staff, on an individual basis and appropriate action is taken to reduce the risk to pregnant workers. This is reviewed regularly during pregnancy terms (at least once per trimester).</p>	<p>Pregnant women in the first or second trimester (less than 28 weeks' pregnant), should take particular care to undertake frequent, thorough hand washing, practise social distancing when possible, clean frequently touched surfaces and any other precautionary measures identified within their individualised risk assessment. This can include wearing a face covering in areas where it is difficult to maintain social distancing.</p> <p>Pregnant women in the third trimester (more than 28 weeks' pregnant), or with an underlying health condition will be supported to ensure they are able to adhere to active national guidance.</p> <p>Non-alcohol based sanitiser is available if desired.</p> <p>Members of the Senior Leadership Team (LB for teaching staff and NJT for support staff) will continue to monitor arrangements, on an individual basis.</p> <p>Further information is available via <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-advice-for-pregnant-employees/coronavirus-covid-19-advice-for-pregnant-employees">https://www.gov.uk/government/publications/coronavirus-covid-19-advice-for-pregnant-employees/coronavirus-covid-19-advice-for-pregnant-employees</a></p>	<p>L Buckle N Thorne Pregnant worker</p>	<p>September 2021 and ongoing until guidance is updated.</p>

What are the risks?	Who might be harmed?	How are we already controlling the risks?	What further action do we need to take to control the risks?	Who needs to carry out action?	When should this action be completed?
<p><u><a href="#">Use of face coverings on the school site</a></u></p> <p>Risk of infection and transmission of COVID-19.</p> <p><i>Direct transmission includes when in close contact with those sneezing and coughing.</i></p> <p><i>Indirect transmission is from touching contaminated surfaces.</i></p>	<p>Staff, students and visitors attending school.</p>	<p>School has previously implemented government recommendations regarding wearing of face coverings to reduce the risk of infection and minimise the likelihood of an outbreak.</p> <p>In addition, school has locally re-introduced wearing face coverings in response to higher case rates within the school setting.</p>	<p>Students will be encouraged to wear face coverings in all areas when they are inside the school buildings including in classrooms and when moving around the premises in communal areas.</p> <p>Students are permitted to remove face coverings when they are eating and drinking. Students will be encouraged to spend non lesson time outside, where they can remove their face coverings.</p> <p>Single use masks remain available for those who are unable to source their own face covering, or in the event their face covering is lost or damaged.</p> <p>School maintains a list of those individuals who are exempt and this has been shared with staff. This applies to those who:</p> <ul style="list-style-type: none"> <li>cannot put on, wear or remove a face covering because of a physical impairment or disability, illness or mental health difficulties</li> <li>speak to or provide help to someone who relies on lip reading, clear sound or facial expression to communicate.</li> </ul>	<p>Staff, students and visitors attending school.</p>	<p>Until 26<sup>th</sup> January 2022 (scheduled review point).</p>

What are the risks?	Who might be harmed?	How are we already controlling the risks?	What further action do we need to take to control the risks?	Who needs to carry out action?	When should this action be completed?
<p><u>Use of work areas</u></p> <p>Increased risk of infection and transmission of COVID-19.</p> <p><i>Direct transmission includes when in close contact with those sneezing and coughing.</i></p> <p><i>Indirect transmission is from touching contaminated surfaces</i></p>	<p>Staff, students and visitors attending school.</p>	<p>Hand washing facilities are available with soap and water across the site. Hand sanitiser is also available in occupied areas.</p> <p>Cleaning is carried out daily by the cleaning team. The rota and priorities for cleaning reflect need and occupation levels.</p> <p>Where staff moved desks or offices to facilitate 2m social distancing, discussions have been held to identify the most appropriate office arrangements moving forward.</p>	<p>Although limitations on occupancy of shared spaces and offices have been removed, staff continue to be encouraged to be mindful of individual preferences regarding working in close proximity to others.</p> <p>The Site Team will facilitate hosting departmental or year team meetings in larger spaces when requested.</p> <p>Any staff member with concerns or queries regarding their working arrangements should speak to their line manager, SMW, AAS, LB or NJT for further advice and support.</p>	<p>Staff Site &amp; Cleaning Team</p>	<p>September 2021 and ongoing until guidance is updated.</p>

What are the risks?	Who might be harmed?	How are we already controlling the risks?	What further action do we need to take to control the risks?	Who needs to carry out action?	When should this action be completed?
<p><a href="#"><u>Managing school premises – Waste management</u></a></p> <p>Increased risk of infection and transmission of COVID-19.</p> <p><i>Indirect transmission from touching contaminated surfaces.</i></p> <p>The risk of infection depends on a number of factors, including:</p> <ul style="list-style-type: none"> <li>• The type of surfaces contaminated</li> <li>• The amount of virus shed from the individual.</li> <li>• The time the individual spent in the setting.</li> <li>• The time since the individual was last in the setting.</li> </ul> <p>The infection risk from COVID-19 following contamination of a setting decreases over time.</p>	<p>Staff, students and visitors attending school.</p>	<p>Bins are provided in all rooms and circulation areas. Cleaning staff and site team are aware of and follow waste management procedures.</p> <p>Arrangements have been put in place for disposal of waste from individuals with symptoms of COVID-19 (including cleaning cloths, face coverings and tissues) as follows –</p> <p>All waste will be put into a designated orange plastic bag (located in the Medical Room) and tied when full. The plastic bag will then be placed in a second orange plastic bag and tied. It will then be put in the assigned secure bin located behind the bungalow, until the individual’s COVID-19 test results are known.</p> <p>Waste is stored safely, away from students. It will not be put in communal waste areas until negative test results are known or the waste has been stored for at least 72 hours.</p> <p>If the individual tests negative, it will be put in with the normal waste. If the individual tests positive, then it will be stored for at least 72 hours and then put in with the normal waste.</p>	<p>Used PPE and disposable face coverings that individuals arrive wearing must be placed in a bin and will be disposed of as normal domestic waste unless the wearer has symptoms of COVID-19.</p> <p>Used PPE and face coverings should not be put in a recycling bin or dropped as litter.</p>	<p>Staff Students Visitors Site Team Cleaning Team</p>	<p>September 2021 and ongoing until guidance is updated.</p>

What are the risks?	Who might be harmed?	How are we already controlling the risks?	What further action do we need to take to control the risks?	Who needs to carry out action?	When should this action be completed?
<p><a href="#"><u>Managing school premises – Use of public transport and dedicated transport including statutory provision</u></a></p> <p>Increased risk of infection and transmission of COVID-19.</p> <p><i>Direct transmission includes when in close contact with those sneezing and coughing.</i></p> <p><i>Indirect transmission is from touching contaminated surfaces</i></p> <p><i>Public transport capacity may be constrained in the autumn term due to risk reducing measures.</i></p>	<p>Staff Students</p>	<p>School has an established partnership arrangement with the Local Authority Home-School Transport team overseeing statutory provision.</p> <p>A number of transport options are available to staff and students including walk, cycle, bus, Metro, drop off offsite by a family member.</p>	<p>School continues to encourage students to walk or cycle to school if at all possible.</p> <p>Transport provided via the Local Authority (Home-School) will follow the risk assessment provided by North Tyneside Council and contracted transport providers.</p> <p>Staff and students should refer to the safer travel guidance for passengers when using public transport (bus or Metro). Further information is available online.</p> <p>Wearing a face covering is expected on public transport and dedicated transport for both staff and students, except for those with a medical exemption. This includes travelling via the school minibus.</p>	<p>Staff Students</p>	<p>September 2021 and ongoing until guidance is updated.</p>

What are the risks?	Who might be harmed?	How are we already controlling the risks?	What further action do we need to take to control the risks?	Who needs to carry out action?	When should this action be completed?
<p><a href="#"><u>Resumption of Educational Trips &amp; Visits</u></a></p> <p>Increased interactions within the wider community exposing staff and students to infection and transmission.</p> <p>Use of external venues that are not COVID-19 secure increasing the likelihood of infection and transmission. <i>School may have limited authority to adequately review or request changes to third party risk assessments.</i></p> <p>Lack of confidence or awareness of controls within the third party risk assessment could lead to inadvertent non-compliance and consequently increased risk of infection and transmission.</p>	<p>Staff Students</p>	<p>The school and Local Authority have an established and rigorous approval procedure in place for all trips &amp; visits. This includes specific approval measures for trips involving adventurous activities, overnight stays and international travel.</p> <p>Trips are only approved where appropriate risk assessments have been completed, and where the school (and local authority where appropriate) are satisfied that control measures are reasonably practicable to safeguard those attending.</p> <p>The Headteacher and Educational Visits Co-Ordinator monitor local and national advice regarding offsite activities and update staff regarding safe practices.</p> <p>Offsite lunch arrangements <a href="#">have recommenced for all year groups.</a></p>	<p><b>Sport</b> Indoor and outdoor competition between different schools can take place.</p> <p><b>Educational day visits</b> Can go ahead.</p> <p><b>Domestic residential educational visits</b> Can go ahead.</p> <p><b>International educational visits</b> <a href="#">Although permitted, school will continue to consider whether to go ahead with planned international educational visits at this time, recognising the risk of disruption to education resulting from the need to isolate and test on arrival back into the UK.</a></p> <p><b>New Bookings</b> Visit Leads will ensure new bookings have adequate financial protection in place. Advice and support with this can be provided by P Lilley and N Thorne, including liaising with the Risk Protection Arrangement (RPA) team to make sure policies provide suitable protection in the event of a COVID-19 related cancellation.</p> <p>All educational visits must be conducted in line with relevant COVID-19 secure guidelines and regulations in place at that time. This includes the system of controls and COVID-secure measures in place at the destination e.g. –</p> <ul style="list-style-type: none"> <li>• Risk assessment/management</li> </ul>	<p>P Lilley S Wilson</p> <p>Staff leading trips</p>	<p>September 2021 and ongoing until guidance is updated.</p> <p><a href="#">November 2021 and ongoing</a></p>

			<ul style="list-style-type: none"><li>• Accommodation – sleeping arrangements, kitchen, bathroom, shower provision &amp; dining</li><li>• Other parties at the venue</li><li>• Transport</li><li>• Outbreak management</li><li>• Shared equipment and frequently touched surfaces.</li></ul> <p>School will continue to undertake full and thorough risk assessments in relation to all educational visits to ensure they can be undertaken safely.</p>		
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What are the risks?	Who might be harmed?	How are we already controlling the risks?	What further action do we need to take to control the risks?	Who needs to carry out action?	When should this action be completed?
<p><u><a href="#">Managing school premises – Community lettings</a></u></p> <p>Resumption of community letting activities on the school site without completion and/or fulfilment of COVID-19 risk assessments, leading to increased exposure to both direct and indirect transmission of infection.</p>	<p>Staff, students and visitors attending school and those using the school site for community letting activities</p>	<p>Community groups submit risk assessments for their activities prior to commencing activities on the school site.</p> <p>School has requested all groups address the following areas explicitly within their assessments:</p> <ul style="list-style-type: none"> <li>• Ensure good hygiene for everyone.</li> <li>• Maintain appropriate cleaning regimes.</li> <li>• Keep occupied spaces well ventilated.</li> <li>• Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.</li> </ul> <p>Advice can be provided to help groups achieve compliance with the above points.</p> <p>School has long standing positive relationships with community groups and this allows school to work through any issues that arise.</p>	<p>Amendments to the cleaning rota have been made to account for the community programme, to ensure all areas are cleaned thoroughly prior to the school day.</p> <p>Communication has been maintained with community groups to ensure risk assessments are regularly reviewed and updated in line with Government guidance.</p> <p>In the event community activities negatively impact the wider school risk assessment, a thorough review will be undertaken by SLT to identify appropriate additional control measures, or cessation of sessions if absolutely necessary.</p>	<p>N Thorne B Wood Community Letting Groups</p>	<p>Prior to the resumption of a community letting activity on the school site and ongoing</p>

Sources:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-COVID-19-operational-guidance>