

<b>RISK ASSESSMENT</b>	Gosforth East Middle School
<b>Activity:</b> School re-open on Government instruction following Covid - 19 Pandemic	<b>Location:</b> All areas
<b>Assessment conducted by:</b> T Stout, E Armstrong, N Adcock, A Wilson and J Ward.	<b>Date Completed:</b> May 2020 <b>Updated on 5<sup>th</sup> June 2020</b> <b>Updated on 8<sup>th</sup> July 2020</b> <b>Updated on 9<sup>th</sup> July 2020</b> <b>Updated on 1<sup>st</sup> September 2020</b> <b>Updated on 11<sup>th</sup> January 2021</b> <b>Updated on 8<sup>th</sup> March 2021</b>

Consideration should be given to Public Health England and LA guidance regarding local transmission rates (R) rather than the national, in addition to the number of new cases in the local area.

Although measures to reduce risk can be implemented it is difficult to calculate actual levels of risk using the current transmission data.

Hazard	Who is at risk	Preventative and protective measures to reduce risk to an acceptable level
<p>Travelling to and from GEMS. Possible risk of infection from</p> <ul style="list-style-type: none"> <li>● Use of public transport</li> <li>● Walking with friends</li> </ul>	<p>Students</p>	<p>This is largely out of the control of staff. Staff can:</p> <ul style="list-style-type: none"> <li>● Advise/remind students about social distancing and the importance of hygiene.</li> <li>● Advise Guardians of good practice via web page and letters home</li> <li>● Encourage students to walk rather than use public transport on shorter journeys. This should be a health choice rather than a scare tactic.</li> <li>● Children reminded to sit in Year group bubbles.</li> <li>● Students must wear face coverings and will provide their own. Exemptions must be agreed following parent consultations.</li> <li>● Advise use of hand sanitiser when getting on and off the bus.</li> </ul>
<p>Infection being brought on site by persons entering the building</p>	<p>All building users</p>	<ul style="list-style-type: none"> <li>● Sanitisation stations with appropriate signage set up at all entrances.</li> <li>● All persons are to wash hands for a minimum of 20seconds using soap and water. This should be done as soon as possible after entering the building.</li> <li>● Screening and barrier systems set up in the Reception area.</li> <li>● No visitors to be admitted beyond the Reception area without the prior authorisation of the Head Teacher or his representative.</li> <li>● Repairs/Maintenance are to be conducted outside of student hours wherever possible.</li> <li>● Contractors should be on site through prior arrangement, and have Risk Assessed their activities in relation to the Covid - 19 virus</li> <li>● Deliveries are to be left in the Reception area by delivery drivers. Delivery drivers should not enter the building beyond Reception. Deliveries are not to be signed for.</li> <li>● Kitchen deliveries to be delivered directly to the Kitchen Entrance and only during delivery times.</li> </ul>

		<ul style="list-style-type: none"> <li>● Gloves should be used when handling deliveries, packaging disposed of and hands washed immediately after the activity.</li> <li>● Parents evenings/events suspended until further notice and be held remotely.</li> <li>● Masks to be worn by all visitors.</li> <li>● All visitors to sign in and out via the office and leave contact information.</li> </ul>
<p>General: Risk of viral cross contamination. (Spread of virus due to airborne particles and residues of bodily fluids on surfaces).</p>	<p>All building users</p>	<ul style="list-style-type: none"> <li>● All building users are to wash hands once in the building, frequently throughout the day, especially before eating, and again before leaving the building. Appropriate signage to be visible in wash and key areas. Taps which do not turn off automatically should be turned off using a tissue or paper towel.</li> <li>● Use of 'Inventory' signing in system to be suspended. Paper registers to be taken by the Admin Team on behalf of building users.</li> <li>● Staff and support services to be signed in and out of the building. Signing in sheet to be completed by Reception Staff rather than the individual so as to avoid pen sharing.</li> <li>● Student entrances used to be dictated by student numbers. All approaches to external entrances should be marked so as to facilitate social distancing. All entrances should have a staff presence during student entry.</li> <li>● Each year group to have specified entrances/exits</li> <li>● Bikes and scooters should be stored in year group areas to minimise transmission risk.</li> <li>● Staggered entrance to and from school grounds.</li> <li>● External year group zones.</li> <li>● School gates closed.</li> <li>● Each year group allocated a specific toilet.</li> <li>● Each form class/ bubble allocated a hand washing area/zone.</li> <li>● Staff meetings to be socially distanced and face coverings statutory. Microsoft Teams to be used where possible.</li> <li>● Outside of classrooms and lessons time KS2 and KS3 children to wear face coverings KS3 students and staff to wear face coverings inside and for any movement around school. Teachers to have spare masks within the classroom. Exemptions to be agreed following parent consultations. Children to store face masks in a sealed plastic bag when not in use. KS3 students to bring two mask each day.</li> </ul>

		<ul style="list-style-type: none"> <li>● Children to bring all equipment in a small rucksack (equipment list has been provided). This will remain with them for the course of the day.</li> <li>● Children to wear games kit on games and P.E days. Bring spare clothes – navy/black bottoms, school PE top/jumper, left in school locker in case of need to change.</li> <li>● Staff to escort children in and out of school upon entrance and exit, playtimes and lunch times.</li> <li>● All children and staff to walk along the left hand side of the corridor in a single file manner.</li> <li>● Wipes provided in all classrooms.</li> <li>● Students to be briefed daily about social distancing and the importance of hand washing in their allocated handwashing areas.</li> <li>● Soap and driers to be available next to all sinks. Alcohol hand sanitisers to be made available in all teaching areas where washing facilities are not available.</li> <li>● Sanitisation stations to be set up, with appropriate signage, at entry points to the building, dining areas and other recreation areas.</li> <li>● Signage to be displayed around the building advising of hand cleaning procedures and correct hand washing techniques.</li>   <li>● Internal doors should remain open wherever possible so as to avoid the use of push plates and door handles.</li> <li>● Fire doors to remain closed apart from classroom doors, which should remain open when occupied and closed when not in use.</li> <li>● Frequently touched surfaces to be sanitised periodically with a suitable cleaner such as Clinell Universal Wipes, Clinell Universal Spray, Vita Anti-Viral Wet Wipes, or other suitable product as available. (Computer keyboards, remote controls photocopiers etc.) This will be available in all rooms. Stock can be collected from the office. Hand hygiene is the first point of call in all instances.</li> <li>● Any computer equipment should be specific to the user and not shared unless deep cleaned between users.</li> </ul>
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		<p>minimal furnishings and natural ventilation. Soft furnishings should not be used in these areas.</p> <ul style="list-style-type: none"> <li>● Students are encouraged to bring their own hand sanitiser. This should be British standard with over 65%+ alcohol content.</li> <li>● Staff/students showing signs of infection should self -isolate for ten days. These people should be tested. Anyone testing positive should engage with NHS test and trace. All positive tests will be picked up by the Health Protection Team, who will liaise directly with the school. Any tested individual will receive an email or other notification of a negative test, which they would be able to present if they wanted to return before the isolation period. It will be helpful and appreciated if all test results are shared with school. <a href="https://www.gov.uk/guidance/coronavirus-COVID-19-getting-tested">https://www.gov.uk/guidance/coronavirus-COVID-19-getting-tested</a> <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</a></li> <li>● Any personal items in an isolation area from students with COVID like symptoms to be double bagged, labeled with the students name and stored, in accordance with guidelines for fourteen days.</li> <li>● No visitors allowed into the building unless their presence is essential to the operation of the site and they have been approved by the Head teacher.</li> <li>● Refrigerators/Freezers/Dishwashers will remain in use but staff will need to use antibacterial wipes to clean handles prior to using.</li> <li>● Stocks of essential items to be monitored by cleaning staff (Toilet rolls, soap, sanitisers etc.). Concerns to be discussed with the Head Teacher.</li> <li>● Drills involving the use of alarms should be avoided.</li> <li>● Wipes to be available to allow staff to clean walkie talkies at the end of their shift.</li> <li>● PPE advised to be worn by Newcastle local authority <i>in specific cases</i> by an adult supervising a child displaying symptoms is an apron, gloves and water-resistant mask.</li> <li>● Government guidance currently states that there is no requirement to wear PPE in a school setting, unless for first aid if unable to maintain a 2m distance. However, PPE can be made available for staff, if required.</li> <li>● Follow guidance from the local Health Protection team. relating to outbreaks of more than 2 people.</li> </ul>
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<p>Dining Hall: Risk of viral cross contamination</p>	<p>All building users</p>	<ul style="list-style-type: none"> <li>● Sanitisation stations to be set up for lunch period with appropriate signage. Hygiene to be encouraged by duty staff.</li> <li>● Cutlery at lunch to be set up by staff wearing food compliant gloves. Kitchen staff to hand pupils cutlery to deter cross contamination.</li> <li>● Chartwells confirm Barrier systems to be employed to distance queuing students from open food counters and kitchen staff.</li> <li>● Dining hall will be used for lunches and pupils will be encouraged to eat packed lunches outside in their zones, weather permitting. . Year group bubbles will use area and hard surfaces cleaned between sittings.</li> <li>● Students to be directed by duty staff to their seating area.</li> </ul> <p>Occupancy of dining hall to be reviewed and maximum occupancy assessed.</p> <p>Lunchtimes to be reviewed regularly and adjusted accordingly.</p> <ul style="list-style-type: none"> <li>● As weather improves, children will allowed to eat their lunches outside if the premises in year group bubbles.</li> </ul>
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		<ul style="list-style-type: none"> <li>• Student dismissal from the dining hall should be staggered so as to avoid congestion in corridors. Children will exit through external doors straight back to their zone.</li> </ul>
Physical activities: Risk of viral cross contamination	Students	<ul style="list-style-type: none"> <li>• Use of shared equipment to be meticulously cleaned or left for 48/72 hours depending on material. Physical activities will take place outside as much as possible, where risk is minimal according to Government guidance.</li> </ul>
Toilets: Risk of viral cross contamination.	Students	<ul style="list-style-type: none"> <li>• Toilet passes not to be used. Pupils allowed to go to the toilet when required. (This is a change in the normal procedures in school documentation) This will reduce congestion at break and lunchtimes. Each Year group to use designated toilet. Children with medical requirements can use the closest toilet in an emergency.</li> <li>• Periodic cleaning of toilets and associated sinks/taps to take place throughout the course of the day (Liaise with NCC).</li> <li>• No more than two persons allowed in the toilet area at any one time</li> <li>• Appropriate markings/signage should be displayed outside of the toilet area so that social distancing can be maintained if queuing becomes necessary.</li> <li>• Staff will be on duty at the toilets to ensure that students use the toilet ratios correctly during break and lunch times.</li> </ul>
Classroom: Risk of viral cross contamination	Staff and students	<ul style="list-style-type: none"> <li>• Maximum occupancy of a classroom is 32 students and up to two adults per classroom. Students will be taught by a variety of teachers depending on the timetable.</li> <li>• Where possible, staff will maintain social distancing from pupils and any other adult in the room; they will teach from the front of the classroom, as much as feasibly possible. Staff should maintain 2m distance from pupils and wear face masks when in close contact. This is recommended in KS3</li> <li>• Sanitisation facilities and tissues are to be available in all areas.</li> <li>• Students are to have their designated seat for all lessons and a seating plan will be kept.</li> <li>• Seats will be arranged to be forward facing.</li> <li>• Students will move around school in single file, quietly and supervised by staff. They will utilise outdoor space to get to their lessons when appropriate.</li> <li>• Staff working in close proximity to children to children (less than 2m) should wear a mask, as should children where possible. This is now a recommendation in KS3</li> </ul>

		<ul style="list-style-type: none"> <li>• For music lessons see pg 13/14 of NCC Risk Assessment.</li> </ul>
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		<ul style="list-style-type: none"> <li>• Soft furnishings such as pillows and bean bags should be removed. Staff chairs can remain in the classroom, or be changed to a hard chair if preferred. Staff should have their own chair in learning bubbles or classrooms.</li> <li>• Students are to remain seated and must not move around the classroom.</li> <li>• A 'clear desk policy' should be adopted for staff desks.</li> <li>• Staff must use their own equipment (provided by school) and should not share with others.(Whiteboard pens etc.)</li> <li>• Where possible, self marking or electronic marking should be encouraged. Feedback on pupils work will resume in a safe format.</li> <li>• If students forget equipment, staff will provide basic equipment and the students must keep these.</li> <li>• Electronic devices must be cleaned before and after use with an antibacterial wipe.</li> </ul>
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Educational visits	Staff and students	<ul style="list-style-type: none"> <li>● Residential educational visits to be suspended until further notice.</li> <li>● Educational visits are currently not allowed due to lockdown restrictions. Students will not use public transport and an individual risk assessment will be completed in the usual format.</li> </ul>
Student dismissal		<ul style="list-style-type: none"> <li>● Student dismissal at 3.20 will be staggered so as to avoid congestion in corridors and groups forming off site. Staff will escort students to the school gates.</li> <li>● Parent/Carers who are collecting students will be deterred from congregating at school gates.</li> <li>● The bells will ring at the correct times but class teachers should use judgement as to when it's safe to allow students to leave classroom. The use of intermediate bells to be reviewed.</li> <li>● Staff to only dismiss their classes between lessons when they have taken up a monitoring place at exit of classroom/corridor. Class will be dismissed when corridor is safe and moving freely.</li> </ul>

Building contamination following student occupancy: Preparing for the following day	All building users	<ul style="list-style-type: none"> <li>● Provision of tissue and sanitisation supplies to be checked and restocked as required.</li> <li>● Bins to be emptied regularly, minimum at the end of each school day.</li> <li>● Cleaning to give special consideration to hard surfaces such as table tops, push plates, door handles, light switches and banisters etc.</li> <li>● Cleaning procedures have been confirmed by NCC and reviewed due to greater numbers.</li> <li>● Thorough cleaning of floors due to aerosol/droplet dispersal.</li> </ul>
Shortages of essential supplies due to mass buying following Government announcement.	All building users	<ul style="list-style-type: none"> <li>● Purchase orders for replacement items to be placed earlier than normal to allow for delayed deliveries.</li> </ul> <p>If school is unable to obtain sufficient supplies then SLT will need to consider closing school.</p>
The use of small rooms and confined spaces	All building users	<ul style="list-style-type: none"> <li>● Lifts to be taken out of use. To facilitate this, building users with restricted mobility should be allocated downstairs rooms.</li> <li>● The use of smaller rooms such as interview rooms, practice rooms and those with inadequate ventilation should be avoided where possible. However, with a full school community there is an understanding that this may not be always possible.</li> <li>● Office spaces should not have desks positioned so that users face each other. Where this is unavoidable screening should be put in place.</li> </ul> <p>Decommissioned of the Quiet Room (AC's classroom) due to poor natural ventilation and light.</p>
Administration of first aid	First aid staff	<ul style="list-style-type: none"> <li>● Only qualified staff are to administer first aid</li> <li>● First aid staff should wash hands prior to and after</li> </ul>

	Injured/ill parties	<p>administering first aid.</p> <ul style="list-style-type: none"><li>● Where social distancing cannot be maintained the use of PPE should be employed. Available PPE: (Subject to availability)<ul style="list-style-type: none"><li>○ Disposable gloves</li><li>○ Aprons</li><li>○ Goggles</li><li>○ Face shields</li></ul></li><li>● Any waste generated, including disposable PPE, whilst administering first aid should be double bagged and binned.</li><li>● None disposable PPE should be specific to the user. Equipment will be identified with the person's name using a permanent marker.</li><li>● First aid box stocks to be maintained by Jenny Ward.</li><li>● Classrooms will have sick bowls and plastic bags. If students are sick, please double bag the sick bucket and alert the office for assistance.</li><li>● Ensure that BAME and clinically vulnerable staff have very limited exposure to suspected Covid cases.</li><li>● Staff aged 60 and over informed of increased risk and necessity to follow hygiene and social distancing measures.</li><li>● Clinically extreme/Vulnerable staff working from home.</li></ul>
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Administration of medication	Med staff Individual students	<ul style="list-style-type: none"> <li>Medication will be administered by a member of staff on an individual basis in line with the child's needs. The medical room will be cleaned between use. Year groups will not mix in the medical room.</li> </ul>
Challenging behaviour	All building users	<ul style="list-style-type: none"> <li>Known traits and considerations to be identified by staff</li> <li>Where physical restraint /occurred or has been unavoidable, all parties should wash thoroughly after the event.</li> <li>Adjustments made to behavior policy to highlight negative behaviours to Covid 19.</li> </ul>
Cross contamination of student teaching groups.	All building users	<ul style="list-style-type: none"> <li>Student groups to be taught in classes following the timetable within year group bubbles. Students from different year groups should not interact with each other wherever possible.</li> <li>Staff communal areas can be used but staff must maintain social distancing and use available cleaning products to sanitise areas regularly. Staffroom and KS3 resource area available to staff but limited as much as possible.</li> </ul>
Confirmed case of Covid-19 on site	All building users	Follow current Government guidance.

High levels of student anxiety	Students Parent Carers	<ul style="list-style-type: none"><li>● Students to be made aware in advance that school will not be operating under its normal format.</li><li>● Concerns to be raised with pastoral staff so that bespoke support can be provided.</li><li>● Staff should be mindful if using PPE that their appearance may make students feel uneasy.</li><li>● Vulnerable students who are at a higher risk to be identified and given special consideration.</li><li>● Bereavement counselling to be provided on a bespoke basis.</li></ul>
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High levels of staff anxiety	Staff	<ul style="list-style-type: none"> <li>● Staff to advise SLT of any concerns they may have. All concerns will be dealt with on a confidential basis.</li> <li>● Vulnerable staff who are at a higher risk to be identified and given special consideration. E.g BAME or Clinically vulnerable groups</li> <li>● Staff to be made aware of support networks available to them by SLT e.g Public Health England.</li> <li>● Bereavement counseling to be provided on a bespoke basis.</li> </ul>
Risks to NCC staff	Staff	<ul style="list-style-type: none"> <li>● Risk assessments to be conducted by NCC</li> <li>● NCC, Chartwells and Engie to liaise accordingly</li> </ul>
<i>Fire hazard resulting from ethanol based hand sanitiser on site.</i>	<i>All building users</i>	<ul style="list-style-type: none"> <li>● <i>Stock to be stored in a metal locker in an area with restricted access. D Sanders to secure this.</i></li> <li>● <i>Dispensers in classrooms to be stored away from heat sources, sources of ignition and out of direct sunlight.</i></li> <li>● <i>All staff to be advised of potential fire risk and precautionary measures.</i></li> <li>● <i>Classroom dispensers to be managed by the teacher in charge.</i></li> </ul>
Mass Testing in Schools	Staff KS3 key workers and vulnerable children	<ul style="list-style-type: none"> <li>● <i>2 Team leaders have been appointed and trained as per NHS/DfE guidance. TS and NA</i></li> <li>● <i>OJ has been trained as a test operative</i></li> <li>● <i>Mass testing kits for home use from 15<sup>th</sup> March.</i></li> <li>● <i>Staff have completed consent forms</i></li> <li>● <i>Regular testing in underway for staff. Week 1 – two tests with a 3-5 day interval. Week 2 onwards – 2 tests each week.</i></li> <li>● <i>Positive cases will follow NHS guidance. Sent home and must have a full Covid Test – If negative they may return to work. If positive must self-isolate and follow NHS guidance.</i></li> <li>● <i>Any close contacts to any positive cases will be sent home to self-isolate for 10 days.</i></li> <li>● <i>Healthcare waste will be put into tiger bags and stored and disposed of according to NHS guidance. Normal waste disposal procedures now to be followed for healthcare waste.</i></li> </ul>



**Review date:** Ongoing review -

**Reviewed by:** SLT





