

Activity/ Situation	Full School Operation			
Location	SUNNYSIDE ACADEMY			
Persons at Risk	Pupils <input checked="" type="checkbox"/>	Employees <input checked="" type="checkbox"/>	Visitors <input checked="" type="checkbox"/>	Contractors <input checked="" type="checkbox"/>
HAZARD(S)	<ul style="list-style-type: none"> * Social Distancing Measures Not Followed During Travel to and from School * Inadequate Cleaning * Staffing & Spread of Coronavirus to Staff, CYP and Families, Visitors and Contractors * Site User Becoming Unwell * Site User Developing Symptoms * Inadequate Hand Washing/Personal Hygiene * Inadequate Personal Protection & PPE * Visitors, Contractors & Spread of Coronavirus * Inadequate Ventilation * School educational visits or residentials 			
CONTROL MEASURES	ADDITIONAL INFORMATION	YES	SOME RESTRICTIONS	NO
<p>We acknowledge that national restrictions around the current risks from the omicron variant We are now in the Government's Stage 4 Pandemic Recovery plan. This focuses on regular testing and improved working conditions to enable a more sustained return to a "normal" routine. Staff will continue to undertake and report twice weekly lateral flow tests</p> <p>However, we will continue to monitor, daily, the R ratings both locally and nationally to inform the decisions that we make and the possible risks to the school community.</p> <p>This is a working document and must be reviewed and evaluated on a daily basis by all staff and stakeholders to ensure that safe working arrangements are adhered to and improved where necessary.</p> <p>It is expected that the guidance and protocols outlined in this document and other linked documents are adhered to by all staff and visitors and that any issues are quickly identified and reported to senior leadership to inform any further provision.</p>				
Social Distancing Measures				
The number of children who use the toilet facilities at any one time are limited to ensure they do not become over crowded.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If staff are ill or absent replacement staff may be required. Adults are able to move from group to group or class to class over the day, maintaining good hygiene routines		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Assemblies and large gatherings will commence in well ventilated areas unless Government guidance or Public Health Team				

<p>implement national/local restrictions</p> <p>There will be staff briefings in the staff room - information will also be shared via Email or computer screen messages</p>				
<p>Breakfast club will run every morning from 8-8.45 as usual Children sent to classes at 8.45. to allow transported children in for breakfast</p>			<input type="checkbox"/>	
<p>Staff and pupils are reminded that they must limit touching their faces, eyes, nose etc. We recognise that this is more complex with younger pupils and those with SEND</p>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Hot lunches and salad bar will run every day, regular cleaning of tables 11.45 – REC 12.00 – HNB & those needing a longer time to eat In the event of partial lockdown catering will provide a weekly food hamper to those in receipt of FSM. Staff to deliver. In the event of full kitchen closure, parents will be required to supply packed lunches. For those entitled to FSM – packed lunches will be ordered in via MBC catering team</p>	<p>Children should clean their hands beforehand Dining tables to be cleaned between use Reduced numbers of pupils lining up in the hall Half termly rota HNB/Y3 first all Autumn 1</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Drop-off times extended; doors open at 8.45 – 9.00 to allow a slower flow into classes Staggered collection times: EYFS/KS1 3.00 - 3.10pm KS2 3.10 - 3.15pm</p>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Designated entry/exit doors				
Letter to be sent to parents to explain the organisation of drop off and collection times				
Numbers of staff using Staff Room are monitored & limited. Staff room must be ventilated. DFE Portable CO2 machines to be installed to assess quality - September		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consider the use of other communal kitchen areas (HNB, VI , classrooms used)				
Regular handwashing and hygiene				
Access to First Aid needs to be in place in each Key Stage area			<input type="checkbox"/>	
Staff and visitors - wearing facial coverings such as a mask or visor when entering any busy communal areas such as corridors, staffroom, office, dining room				
Travel to and from School				
Staff, parents and pupils must follow the government guidance on how to travel safely, when planning their travel, particularly if public transport is required	Coronavirus (COVID-19): safer travel guidance for passengers	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Liaise closely with transport providers of those with SEND that hygiene and routines are established on safe travel. Any Government recommendations on the wearing of PPE is followed.				
Hands must be washed on entering the building and leaving the building for transport		x		

Inadequate Cleaning				
Discuss with cleaning contractors and staff the additional cleaning requirements and agree any additional hours to allow for this		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Surfaces that are touched, such as toys, books, desks, chairs, doors, sinks, toilets are cleaned more regularly than normal Reading books can be sent home		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Regular sanitizing of shared toilets after break and lunch times			<input type="checkbox"/>	
Electronic entry systems and keypads are regularly sanitised particularly first thing in the morning and where possible after each use		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bins for tissues and other rubbish are emptied throughout the day		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stocks of cleaning chemicals, liquid soap, paper towels, tissues, toilet roll, bin bags etc. regularly checked and additional supplies requested as necessary				
Disposable gloves and aprons provided for adult use		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Disposable masks to support first aid or intimate care				
Disposable tissues are available in each room for both staff and pupil use		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shared Resources				
Shared materials and surfaces are cleaned and disinfected more frequently		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Devices/ laptops/tablets etc. that are brought from home to school and back again are wiped at the start and end of the day if used within the school day		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>




Staffing & Spread of Coronavirus to Staff, CYP and Families, Visitors and Contractors Engaging with NHS Test and Trace Process

<p>Children and staff who have been classed as clinically extremely vulnerable and clinically vulnerable due to pre-existing medical conditions have been instructed to attend school.</p> <p>Attendance will be monitored as ALL pupils are expected to attend school every day – DFE status form completed daily</p>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Staff are required to undertake lateral flow tests at least twice a week and report results to senior leaders and NHS</p> <p>Health care plans may need to be reviewed for identified staff and those who are over 60 or those in ethnic minority groups</p>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>The names of the adult or child testing positive should not be shared unless it is essential to protect others</p> <p>We will request evidence of a negative test before admitting them back following a period of isolation</p> <p>If school has 5 or more confirmed cases within a phase in a 14 day period then we may have an outbreak. The Public Health & test and trace team will advise the school on appropriate actions</p> <p>Positive PCR cases either staff or child must be logged by the HT using the secure web link https://www.middlesbrough.gov.uk/schoolscases</p> <p>Advice and guidance around COVID can be accessed through Public Health Middlesbrough Team – publichealthschools@middlesbrough.gov.uk 01642 729699</p>				

<p>For those who come in to close contact or those within a household with a positive case then a PCR is advised. Daily lateral flow tests will then need to be undertaken for 7 days.</p> <p>If symptoms occur then you must seek a PCR and isolate whilst awaiting results.</p>				
<p>Visitors entering school must sanitize hands before entering the main building and wear a mask/facial covering in communal areas.</p> <p>Disposable masks will be available in the main office if required for visitors</p>				
<p>Access to PPE should be available where there is contact with diagnosed or suspected person with covid-19</p>	<p>See Inadequate Personal Protection & PPE section of this risk assessment</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Sneeze into a tissue or sleeve NEVER into hands. Wash hands immediately after</p>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Site User Becoming Unwell</p>				
<p>If anyone becomes unwell with a new, continuous cough or a high temperature in an education or childcare setting, they must be sent home and advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance – Undertake a PCR test and report results</p> <p>Parents will be encouraged to access testing facility and engage with Track and Trace protocols</p>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>If a child is awaiting collection, they should be moved, to the small meeting room where they can be isolated, with appropriate adult supervision if required (distanced) . The exit door should be opened for ventilation. PPE should be accessible.</p>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p>If the child needs to go to the toilet while waiting to be collected, they should use the toilet opposite. These facilities should then be cleaned and disinfected using standard cleaning products before being used by anyone else</p>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>PPE should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs) PPE box in room</p>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>In an emergency, call 999 if the child/adult is seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital</p>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves (and in which case a PCR test will be required. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell</p>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people</p>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Staff absence must be reported in the usual way by phone call to DHT/HT or ABM. A text message may be sent for those with hearing difficulties. It is important that the reason for absence is monitored so that any symptoms can be assessed in regards to COVID</p>				
<p>Site User Developing Symptoms</p>				
<p>Children, young people, parents, carers or any visitors, such as suppliers, are told not to attend or enter the education or</p>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

childcare setting if they are displaying any symptoms of coronavirus				
When a child or staff member develops symptoms compatible with coronavirus, they are sent home and advised to seek a PCR test – if positive self-isolate for 7 days. LFT tests must be taken on days 6 + days 7 , 24 hours apart. If negative then staff can return to work. 10 days may be required to ensure negative LFTs. Their fellow household members do not need to self-isolate but are required to undertake a PCR /LFT for 7 consecutive days if they meet the criteria (fully vaccinated or under the age of 18)	All staff and children who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus, and are encouraged to get tested in this scenario	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where the child or staff member tests positive, they should be sent home and advised to self-isolate for 7 days – negative LFT's needed days 6 + days 7 Advice from local public health will be sought	The other household members of that wider class or group do not need to self-isolate unless the child or staff member they live with in that group subsequently develops symptoms. Close contacts will be required to undertake a PCR	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parents, carers and settings do not need to take children's temperatures every morning. Routine testing of an individual's temperature is not a reliable method for identifying coronavirus. The Local Authority has provided 2 temperature testing guns to check any temperature related symptoms	If anyone in the household develops a fever or a new continuous cough they are advised to follow the national COVID guidance (which states that the ill person should remain in isolation for 7 days	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inadequate Hand Washing/Personal Hygiene				
Staff/children/cleaners/contractors etc. will be reminded to wash their hands before leaving home, on arrival at the premises and before and after handling cleaning chemicals, eating/drinking, using the toilet, after PE/sports activities and		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

after coughing or sneezing and not to touch face (eyes, mouth, nose) with hands that are not clean				
The 'catch it, bin it, kill it' approach is promoted	<p>CATCH IT  <small>Germs spread easily. Always carry tissues and use them to catch your cough or sneeze.</small></p> <p>BIN IT  <small>Germs can live for several hours on tissues. Dispose of your tissue as soon as possible.</small></p> <p>KILL IT  <small>Hands can transfer germs to every surface you touch. Clean your hands as soon as you can.</small></p> <p>NHS</p>	☒	☐	☐
Wash with liquid soap & water for a minimum of 20 seconds	Guidance on hand cleaning	☒	☐	☐
Alcohol based hand cleansers/gels (containing at least 60% alcohol) can only be used if soap and water are not available, but is not a substitute for hand washing.		☒	☐	☐
Hands must be dried properly to prevent infection and drying out.	Parents/carers to be advised to use appropriate hand moisturisers offsite due to allergy risk	☒	☐	☐
Inadequate Personal Protection & PPE				
PPE will need to be worn by a member of staff if a child becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child is necessary, then gloves, an apron and a face mask should be worn by the supervising adult. If there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting,		☒	☐	☐

then eye protection should also be worn				
Visitors, Contractors & Spread of Coronavirus				
All visitors and contractors must be encouraged to make pre-arranged appointments where possible		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contractors to attend by agreement only after school have satisfied themselves that it is necessary for the visit to take place at that time and that all required controls are in place to allow the work to continue safely		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contractors to provide updated risk assessment prior to visit which includes their own controls round infection spread prevention	Times of visits may need to be adapted to take in to account the ability to maintain appropriate social distancing measures and availability of resources to effectively clean following the visits	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inadequate Ventilation				
Ventilate spaces with outdoor air		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ensure regular airing with windows & external doors		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Keep toilet ventilation in operation as much as possible while building is occupied but be mindful of personal dignity		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation	Fire doors must not be propped open unless they have a self-closing hold open device fitted	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The DFE will provide increased mobile CO2 devices to check ventilation quality –				
Fire and Intruder Alarms and Emergencies, Including Lockdown				
All staff and children to know the fire and emergency routines		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

accident/first aid procedures and lockdown procedures.				
Ensure that emergency cut-off points for water, gas and electric are known by the senior designated member of staff and that details of emergency contacts for utilities are readily available		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If there is a 24-hour monitoring system in place for alarms (fire &/or security) the monitoring centre will need to be aware of any new emergency out of hours contact details		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School Activities				
There will be after school clubs in the Spring Term. If there are a large number of positive cases then this must be reviewed and bubbles may be re-instated		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Breakfast Club from 8am Children and staff must wash hands on entry and before food consumption Pupils must go to their designated classroom areas at 8.45 each day. Staff must be in the classroom areas to receive them.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
What is the level of risk for this activity/situation with existing control measures		High <input type="checkbox"/>	Med <input checked="" type="checkbox"/>	Low <input checked="" type="checkbox"/>
Is the risk adequately controlled with existing control measures		Yes <input checked="" type="checkbox"/>		No <input type="checkbox"/>
Have you identified any further control measures needed to control the risk and recorded them in the action plan		Yes <input checked="" type="checkbox"/>		No <input type="checkbox"/>
ACTION PLAN	To be actioned by			
Further control measures to reduce risks <i>so far as is reasonably practicable</i>	Name	Date		
Inform catering of expected lunches – FSM for isolated cases	JS/office	Ongoing from 4.1.22		
PPE kits to be checked for each classroom and isolation room area (hand wash, gel, aprons, gloves, tissues, wipes and anti-bacterial spray, masks)	SP/MP	6.1.22		

Inform parents of return arrangements, dates, drop off/pick up, lunches, testing and reporting – letter from HT (parent pay/twitter/facebook, website)	HT	4.1.22
Staff health care plans to be updated for identified staff	HT,CH SP	Spring/summer 2022

State overall risk level assigned to the task AFTER implementation of control and action plan measures taken as a result of this risk assessment	High <input type="checkbox"/>	Med <input checked="" type="checkbox"/>	Low <input type="checkbox"/>
Is such a risk level deemed to be as low as reasonably practical?	Yes <input checked="" type="checkbox"/>		No <input type="checkbox"/>
Is activity still acceptable with this level of risk?	Yes <input checked="" type="checkbox"/>		No <input type="checkbox"/>
If no, has this been escalated to senior leadership team?	Yes <input type="checkbox"/>		No <input type="checkbox"/>

Assessor(s):	J Sutton	Signature(s):	JP Sutton
Position(s):	Headteacher		
Date:	3.1.22	Review Date:	30.1.22

Distribution:

Risk rating	Action
HIGH	Urgently review/add controls & monitor, notify H&S Team (if Likely or Highly Likely – stop work, seek competent advice)
MEDIUM	Review/add controls (as far as reasonably practicable) & monitor
LOW	Monitor control measures

POTENTIAL OUTCOME

Catastrophic	Fatal injury/permanent disability
Major	RIDDOR reportable Specified Injury/Disease/Dangerous Occurrence
Moderate	RIDDOR reportable over 7 day injury
Minor	Minor injury (requiring first aid)
Insignificant	Minor injury

LIKELIHOOD

Highly likely	More likely to occur
Likely	↓
Possible	
Unlikely	
Remote	Less likely to occur

POTENTIAL OUTCOME

Catastrophic					
Major					
Moderate					
Minor					
Insignificant					
	Remote	Unlikely	Possible	Likely	Highly Likely

LIKELIHOOD