**Durham and Chester-le-Street SSP**

**Covid Risk Management Procedures**

**All schools who have SSP staff working in them should provide a school risk assessment or the relevant points that the member of staff needs to be aware of whilst delivering. The below is what the SSP will do in addition to those guidelines to manage the risk from Covid-19**

| **What are the hazards?** | **Who might be harmed and how?** | **What are you already doing to control the risks?** | **What further action do you need to take to control the risks?** | **Who needs to carry out the action?** | **When is the action needed by?** |
| --- | --- | --- | --- | --- | --- |
| **Contracting or spreading Coronavirus by not washing hands or not washing them adequately.**  **Contracting or spreading Coronavirus by not maintaining high levels of respiratory hygiene.** | SSP Staff  School staff/children | **Follow guidance on cleaning, hygiene and hand sanitiser**.  - Staff aware of cleaning measures as indicated in Office Risk Assessment.  -Staff to encourage and remind teachers and children about hygiene.  - Hand sanitiser provided to each member of SSP staff (cleaning box) to be used when moving between schools.   * Follow ALL individual schools’ policies on hand washing etc. * SSP staff will have tissues available to ensure good respiratory hygiene (catch it, bag it, bin it). | * Provide information to Staff about when to wash hands and how and when to use sanitiser. * Replenishing sanitiser and cleaning products by SSP.   -Supply SSP Staff with facemasks to wear in schools where necessary.  -Encourage school staff to follow the above point for their own children. | Andrew Scothern  Andrew Scothern  School staff/SSP staff | Ongoing |
| **Contracting or spreading Coronavirus by not cleaning P.E equipment.** | SSP Staff  School staff  Children | - SSP to provide minimal equipment for lessons (to prevent transferring from school to school). Any SSP equipment used to be cleaned in between different groups/schools.   * School given full responsibility to provide and clean their own equipment used. * Planning of lessons to encourage limited amounts of equipment. * SSP staff will aim to limit the use of a whistle and will attempt to use verbal and non-verbal teaching tools to gain children’s attention. * Work closely with ALL individual schools to implement their policies on use of equipment. | * Schools to be advised – by SSP staff member - of equipment needed to complete the delivery of the lesson. | All Staff | Ongoing |
| **Contracting or spreading the Coronavirus by not social distancing** | SSP Staff  School staff/children | * SSP staff will adhere to social distancing rules/groupings as part of an individual schools’ policy. * SSP staff will ensure they maintain a social distance from School Staff and children during a lesson.   - SSP staff will show a preference for working outdoor or in a well-ventilated indoor space.  - SSP staff to agree with PE Subject Leads what is acceptable and unacceptable to teach, following the latest government advice. | Prior to lessons, SSP staff member will contact school to get information such as: activity to be taught, number of pupils, equipment and space available etc. | SSP Staff  School Staff (PE Subject Lead or class teacher) | Ongoing |
| **Increased risk of infection and complications for vulnerable staff.** | SSP Staff | Identify who in the SSP fall into the following categories.   * Clinically extremely vulnerable * Groups who may be at higher risk of poorer outcomes (See the Public Health England Report ‘Disparities in the risk and outcomes of Covid-19). * Discuss with employees what their personal risks are and identify what you need to do in each case. * Identify how and where someone in one of these categories will work in line with the current government guidance. * If they are coming into work, identify how you will protect them through social distancing/hygiene procedures. | Put systems in place so people know when to notify you that they fall into one of these categories e.g., Self-isolating/pregnancy.  Carry out Risk Assessments for staff where appropriate.  Make sure existing controls are applied stringently and discuss with AS any concerns. | Andrew  Scothern  Andrew Scothern | Ongoing |
| **Transferring of the infection between SSP staff – School staff and children.** | SSP Staff  School staff  Children | * SSP staff will be offered the opportunity to take a lateral flow test (LFT), twice weekly. Results to be submitted via the relevant channel. As this is an optional requirement, no SSP staff member will be stopped from working if they decide not to take the tests. * Coronavirus Symptoms (or someone in their household) do not come into the work environment (office or schools etc.) until they have engaged with NHS Test and Trace system and have either returned a negative test or have isolated for the recommended period of time. * The above will apply in the event of a member of staff being in a close environment where a positive case emerges. * If a member of SSP staff displays symptoms of COVID-19, those who have been in direct contact with him/her will be informed immediately. A follow-up call will be made once the results of the test are known. | Inform the relevant authority of an outbreak.  Schools who require LFT’s to be taken for visitors to work in the school should work with the SSP Manager to address this. | SSP staff – to be coordinated by AS (inform health protection team).  Schools/AS | Ongoing  Ongoing |
| **Unnecessary contact with schools from SSP staff.**  **Unnecessary contact between SSP Staff in SSP Office** | School staff  Children  SSP staff  SSP Staff | * Limit the number of schools visited per day by any one member of SSP staff to a maximum of two schools * No unnecessary visits to schools – remove the need to travel to schools to drop off paperwork or tasks that can be done electronically or by telephone. * All SSP Staff travelling directly to schools to teach, working from home when not teaching. (Wear a face mask in communal areas of Workplace building). Only access Office if equipment is needed. |  | SSP Staff  SSP Staff | Ongoing  Ongoing |