

## Risk Assessment Form (RA1)

<b>Department:</b>		<b>Service:</b> Primary School		<b>School:</b> Whitley Memorial Primary School	
<b>Activity:</b> Schools fully opening from September 2020 during COVID19 pandemic <i>Version 4.1 (with weekly updates added) Updated 09/10/20</i>  To be read in conjunction with <a href="#">NCC Health and Safety Bulletin and Coronavirus (COVID-19): guidance for schools and other educational settings.</a>			<b>Site:</b>  Whitley Memorial CE Primary Gordon Terrace Bedlington Northumberland NE22 5DE		
<b>People at Risk:</b> Staff, pupils, visitors, volunteers, parents, contractors			<b>Additional Information:</b> <a href="#">guidance on completion: risk assessment form</a> Existing service/task specific risk assessments and guidance provided by the government/Public Health England and internally at NCC. Further additional information/links to documentation is available at the bottom of the document.		
<b>Name of Person Completing Form:</b> Claire Gray <b>Date:</b> 09/10/2020		<b>Job Title:</b> Acting Headteacher		<b>Review Date:</b> Weekly  This is a working document and will be reviewed and amended regularly. (Subject to change.)	

Hazard	Risk	Initial Rating L, M, H	Existing Control Measures	Final Rating L, M, H	Additional Action Required
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					(action by whom and completion date – use separate Action Plan if necessary)
<i>Inadequate testing/maintenance and fire safety arrangements during the covid19 pandemic School re-opening after building work</i>	<i>Equipment / system failure leading to enhanced physical or biological risks to people</i>	<i>M</i>	<p><i>School is now fully open. Statutory testing and maintenance, such as water hygiene testing/flushing, lifts, gas supply/safety, fire alarm system, emergency lighting, fixed electrical installation, play/sporting equipment have taken place and maintained as normal during the Summer break.</i></p> <p><i>Wall mounted fan convector coil heating systems - All schools have been contacted directly by the NCC Property Services team to identify buildings with this type of system - an inspection of these systems will be carried out to ascertain if further maintenance is needed. See FAQ for further details or contact Property Services or your heating maintenance company for further advice. Advice has been sought by HT from Property Services and all units cleaned and sanitised, as recommended, before turning on. Units have also been steam cleaned by 'EcoSteam Ltd (09/10/20). Heaters are situated in well ventilated rooms.</i></p> <p><i>Fire evacuation procedures have been reviewed and a fire drill has been carried out 30/09/20 [roll call lists updated/each class or cohorted group have stayed together and have been assigned predetermined evacuation points which are sufficiently distanced from other groups. In an emergency situation a full evacuation will take place as usual.</i></p> <p><i>Snagging list for building works reported to building firm.</i></p>	<i>L</i>	<p><i>Provision is in place to make adjustments and revisit fire drills</i></p> <p><i>Fire risk assessment reviewed and associated modifications / additional measures implemented to maintain an effective fire strategy (e.g. escape routes, doors held open etc). Any changes to the fire risk assessment have been communicated to all staff.</i></p> <p><i>Training Day – 1/9/20</i></p>

<i>Inadequate safety management documentation (policies, risk assessments etc)</i>	<i>Increased risk of contracting Coronavirus through lack of planning.</i>	<i>M</i>	<p><i>The arrangements in the Covid19 risk assessment are monitored and kept under constant review. Weekly SLT meetings are held to discuss and record any necessary changes. (See weekly update sheet)</i></p> <p><i>Relevant policies, procedures and other risk assessments have been reviewed and updated by SLT and relevant co-ordinators and shared with all staff and relevant outside agencies (eg NCC peripatetic teachers, sport coaches- NUFC/cricket/rugby.)</i></p> <p><i>Arrangements are monitored and kept under review, with staff given the opportunity to comment and feedback on arrangements through email, text or during staff/TA/SLT meetings.</i></p> <p><i>New procedures have been documented for:</i></p> <ul style="list-style-type: none"> <li><i>• Individuals becoming Covid symptomatic on site or the school becoming aware of someone symptomatic who has recently attended the school.</i></li> <li><i>• Responding to localised lock down and subsequent school closure e.g. arrangements for remote learning/working (Separate policy).</i></li> <li><i>• Responding to an outbreak of Coronavirus - see section below.</i></li> </ul>	<i>L</i>	<p><i>Advice will be provided directly from the NCC public health team. The <a href="#">Northumberland Local Outbreak Prevention Plan</a> is also available on the County Council webpage.</i></p> <p><i>Arrangements monitored weekly at SLT meeting.</i></p> <p><i>SLT to devise remote learning plan with staff- Sept.20</i></p>
<p><i>Contact with others who may have Coronavirus</i></p> <p><i>Inadvertent transmission to others</i></p>	<p><i>Exposure to live virus resulting in contracting Coronavirus.</i></p> <p><i>Exacerbation of existing medical conditions.</i></p>	<i>H</i>	<p><b>Staff</b></p> <p><i>Staff who are ‘clinically vulnerable’, pregnant or from a BAME background, are able to return to work and an individual risk assessment is in place for these individuals. Staff who are ‘clinically extremely vulnerable (who were previously shielding) continue to work from home where this is possible e.g. some admin roles, PPA time etc. Where this isn’t possible, their job role and activities have been reviewed to ensure they can work remotely or are able to socially</i></p>	<i>M</i>	<p><i>See: <a href="#">COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable</a></i></p> <p><i><u>See generic school risk assessments for clinically/clinically extremely vulnerable staff</u></i></p> <p><i><a href="#">BAME risk assessment</a></i></p>

		<p><i>distance from others. An individual risk assessment is in place for each staff member recording the details of the medical condition and what reasonable adjustments have been made to their job role prior to the staff member returning to school. (Separate RAs have been carried out for those staff.)</i></p> <p><i>Advice is sought from the school's own HR/Occupational Health provider where necessary and always for staff who have previously been shielding.</i></p> <p><i>Staffing levels are constantly reviewed to ensure adequate levels are in place at all times and that children with additional needs are provided for in line with their EHCP and individual risk assessments.</i></p> <p><b>Children</b></p> <p><u><a href="#">Children in clinically vulnerable and clinically highly vulnerable health categories (as defined by PHE guidance)</a></u></p> <p><i>Most pupils in the "Clinically Extremely Vulnerable" who have been shielding are now able to return to school (with a small number of exceptions identified by the child's consultant/GP) along with those children classed as "Clinically Vulnerable". For those pupils in the CEV category, an individual risk assessment has been carried out in consultation with the child's parents and the relevant healthcare professional(s). Advice from health professionals/GP involved in the child's care is essential in these circumstances. Individual Healthcare Plans for all pupils are checked by SENCO and HT to ensure they are up to date and include advice from the relevant health professional, where appropriate [see also <u><a href="#">model risk assessment for CV/CEV pupils</a></u>]</i></p>	<p><i>Head teachers/Senior managers have asked staff to update them immediately if their situation changes.</i></p> <p><i>The potential risks from COVID-19 to children and young people who have an EHCP/additional educational support needs have been assessed in light of individual circumstances including any underlying health conditions. This has been on an individual basis with advice from an appropriate health professional where required. Assessments have been prepared by the SENCO in writing and have been regularly updated. Staff have been consulted/trained on any resultant measures to be introduced. <u><a href="#">Northumberland EHCP planning Tool and Risk Assessment</a></u> Where children have an Individual Healthcare Plan, arrangements have been made to ensure that any adults supervising the child understand and are familiar with the plan and have</i></p>
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			<p><b>All Visitors/Contractors</b></p> <p>Anyone over the age of 12 to wear a facemask at all times when on the school site both externally and internally.</p> <p>These are limited to essential visits only during the school day, with contractor activities taking place outside of normal school hours. Contractors will not be allowed access without prior appointment and only for essential activities.</p> <p>Visitor contact information is retained for 21 days to support the NHS test and trace programme (<u>Visitor Audit/Questionnaire</u>) This should include details of all visiting staff.</p> <p>All adult visitors to sanitise hands, wear face masks and complete test and trace form. Visitors advised to scan QR codes which are sited in different areas of the school grounds.</p> <p><b>General</b></p>	<p>received any training that is indicated to care for the child</p> <p><a href="#"><u>Guidance for full opening: schools - Annex B: education, health and care (EHC) plans</u></a></p> <p><u>Guidance for full opening: special schools and other specialist settings: Annex A</u></p> <p>Where there are concerns about the health provision for a child or young person, urgent advice must be sought from a healthcare professional.</p> <p>When making appointments, contractors/visitors are briefed on the requirements for social distancing and PPE and not to attend school if displaying symptoms of COVID19.</p> <p>Contractors/visitors are only admitted to school if essential. Visits are held when school is closed to children if at all possible.</p> <p>Notices and information displayed in school.</p> <p>The location of items (e.g. signage, hand sanitiser, lidded bins in classrooms and in other key locations) is reviewed and cited with regard to site specific circumstances to ensure ease of use.</p>
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			<p><i>General measures which been applied within school</i></p> <ul style="list-style-type: none"> <li>• <i>grouping children together</i></li> <li>• <i>avoiding contact between groups</i></li> <li>• <i>arranging classrooms with forward facing desks</i></li> <li>• <i>staff maintaining distance from pupils as much as possible and other staff at all times (except exceptional circumstances)</i></li> <li>• <i>parents to contact school via remotely or by letter to avoid directly speaking to teachers. Parents have been reminded via Facebook and newsletters</i></li> <li>• <i>social distance signage around school for parents and distance marking</i></li> <li>• <i>Staff meetings to be virtually form classrooms or home.</i></li> <li>• <i>PPA to be held virtually from home.</i></li> <li>• <i>School mobile phone purchased for staff to use.</i></li> <li>• <i>Parental Consultations to be held via phone call.</i></li> </ul> <p><i>Staff communicate to children regarding social distancing / personal hygiene etc. Government guidance on is followed. <a href="#">Guidance for full opening: schools</a></i></p> <p><i>Key issues include:</i></p> <p><i>Anyone displaying any symptoms of coronavirus are not permitted on the premises.</i></p>		<p><i>Track and Trace records kept in office.</i></p>
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			<p><i>Social distancing of 2m is applied throughout the school <u>where possible</u>. (See below- social distancing)</i></p> <p><i>Seating/desk arrangements have been identified in offices and School Business Manager to work from home when possible, i.e workstations are socially distanced, &amp; space has been allocated around equipment, such as printers.</i></p> <p><i>Staff have been allocated different toilets and kitchen facilities. Cleaning and sanitising equipment have been provided and signage to remind staff to clean areas after themselves.</i></p> <p><i>Reception/waiting areas are marked to identify social distancing and a process is in place for handling essential visitors to the site, for example, visitor passes are wiped down with disinfectant. 2m distance marking has been put on floor in reception area. Office staff to wear masks to talk to visitors. Visitors book and Track and trace forms on table away from reception window.</i></p> <p><i>Pupils clean their hands regularly, including when they arrive at school, return from breaks, change rooms, before and after eating, after sneezing or coughing. Washing hands thoroughly for 20 seconds with soap and water and or use of alcohol hand rub or sanitiser.</i></p> <p><i>Hand washing is preferable over hand sanitiser, so where possible a rotas have been set up for small cohorted groups to use the facilities separately. This should also be factored in when planning timetables/lunch times/arrivals/departures. Hand sanitiser are also be made available in classrooms without hand washing facilities and in other key areas - main reception etc.</i></p>		
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			<p><i>Hand sanitising stations have been situated outside classroom doors for supervised use at play time and when arriving in morning.</i></p> <p><i>Ensuring good respiratory hygiene - promote the 'catch it, bin it, kill it' approach. Disposable tissues are provided along with lidded bins for used tissues and other waste. These are emptied twice a day. This waste is double bagged and disposed of.</i></p> <p><i>Children will not wear face masks in school. Arrangements have been put in place for safe disposal/storage of face coverings if worn. Arrangements have been put in place should a pupil arrive wearing one - disposable masks to be put into a bin bag in a lidded bin, reusable covering to be placed by the pupil into a bag to take home. Each class to have nappy sacks to be used. Disposed of in lidded 'catch it' bins. There is a separate RA for use of face masks available on request.</i></p> <p><i>All parents/ visitors and staff to wear facemasks in school outside yard area.</i></p> <p><i>All staff to wear facemasks at door when greeting at drop off and pick up times.</i></p> <p><i>All visitors in the school building need to wear mask in communal areas.</i></p> <p><i>Staff may wear facemasks in classrooms if appropriate to individual risk assessments and if it helps their mental health.</i></p> <p><i>All staff to wear 3 ply paper face masks when not in their own classroom eg in corridors, kitchen areas, toilets. They may only be removed for eating and drinking.</i></p>		
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			Cleaning frequently touched surfaces often using standard products. Minimising contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables.		
All teaching/classroom activities; early years, primary and secondary	Contracting coronavirus - staff and pupils, passing onto vulnerable persons	H	<p>Cohort (bubble) Groups (see also <a href="#">H&amp;S briefing for Heads</a>)</p> <p>The school has cohorted groups so that staff and pupils generally only mix with others in a consistent group and keep away from other people/groups as much as possible. Contact with other groups is brief and transitory only. Group sizes are kept as small as possible, taking into account delivery of the curriculum, and are detailed below</p> <p>Children will remain in individual class bubbles as much as possible and the same staff as much as possible. Staffing rotas have been reviewed to ensure that this happens. Any staff who move between classrooms <b>must</b> ensure distancing from both children and adults.</p> <p>Peripatetic lessons will take place with only members of the same class bubbles attending at one time.</p> <p>(A record is kept of staff/pupils within each group and any close contact between different groups in the event of an outbreak of Covid19).</p> <p><b>Social Distancing</b></p> <p>As the school is fully open to all year groups, it is accepted that social distancing cannot always be achieved (especially for younger children). However, it should be applied wherever possible.</p>	L	<p>Review Guidance &amp; Checklist: <a href="#">Guidance for full opening: schools</a></p> <p><a href="#">Planning guide for early years and childcare settings</a></p> <p><a href="#">Protective measures for holiday and after-school clubs, and other out-of-school settings during the coronavirus (COVID-19) outbreak</a></p> <p>Access rooms directly from outside where possible.</p> <p>No sharing of stationery etc. Children have their own equipment of regular use/ personal equipment</p> <p>Note: Government guidance states that schools should not put rotas in place.</p>

			<p><i>For older children and staff this is more achievable and should be more robustly implemented. The general arrangements below have been put in place to mitigate the risk where distancing cannot always be achieved.</i></p> <p><i>General arrangements</i></p> <ul style="list-style-type: none"> <li><i>• Pupils taught to adopt good hand and respiratory hygiene, to maintain suitable distancing (where possible) and to report if they are unwell.</i></li> <li><i>• Staff explicitly supervise health and hand hygiene arrangements for younger children and those with additional needs. Measures are in place to ensure more independent older pupils are following good hygiene practices.</i></li> <li><i>• Staff informally monitor for presence of symptoms.</i></li> <li><i>• Regular cleaning initiated (see below).</i></li> <li><i>• Where possible the same teaching staff work with the same groups</i></li> <li><i>• Where possible, the same groups are taught in the same classrooms or where this isn't possible, are assigned 'zones' within the building ie tables in shared areas for interventions. This limits the amount of movement around the school and potential contact with other groups. EYFS are classed as one bubble but the reception and Nursery children are kept apart as much as possible.</i></li> <li><i>• Where possible the same desks are used by the same pupils each day and desks are front facing, with pupils sat side by side rather than face to face. Circular tables have been taken out of use.</i></li> <li><i>• Timetabling has been reviewed to stagger school activities (PE, Outdoor Learning, break times, lunch, pick up/drop off) to reduce movements and incidence of group mixing, including parents.</i></li> </ul>		
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			<ul style="list-style-type: none"> <li>• <i>Equipment use has been revised and measures to prevent simultaneous (as well as cleaning, below) use and reduce consecutive use have been introduced.</i></li> <li>• <i>Areas will be well ventilated, doors propped open (where safe to do so, taking into account fire safety and safeguarding) to limit use of door handles.</i></li> </ul>		
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Use of shared learning spaces by different cohort (bubble) groups and teaching of practical activities	Contracting coronavirus - staff, pupils, public	H	<p>In addition to the arrangements above, the following measures are in place for use of shared learning spaces/teaching of practical subjects:</p> <ul style="list-style-type: none"> <li>Activities undertaken are reviewed to allow teaching to take place in usual/assigned class space wherever possible.</li> <li>ICT suite not to be used at this current time by children. Laptop/ Ipad trolleys to be used on a daily rota and computers cleaned between classes.</li> <li>Those teaching subjects to a range of groups maintain social distancing and remain at the front of the class.</li> <li>PE from outside agencies cancelled if can't be outside due to weather</li> <li>Only PE in hall- Yoga</li> <li>No singing or blown instruments in school</li> <li>Peripatetic lessons to be held in class bubbles</li> </ul> <p>Staff have reviewed lesson plans and risk assessments are in place for use of practical areas and for activities taking place e.g. PE, music, domestic science, art etc</p> <p>Peripatetic music lessons providers have submitted their risk assessments to school prior to starting Brass lessons are cancelled for the foreseeable future</p>	L	<p>PE activities are carried out in line with <u>Guidance for full opening: schools</u> (which signposts to all relevant other publications) . Schools must only provide team sports on the list available at <u>return to recreational team sport framework</u></p> <p>Outside providers; Newcastle United Foundation, provide their own risk assessments which have been reviewed by school staff.</p> <p>Music - Music - activities are undertaken in line with <u>Guidance for full opening: schools and working safely during coronavirus (COVID-19): performing arts</u>. A separate risk assessment is in place.</p> <p>Science - practical work is in line with <u>CLEAPPS Guide to doing practical work during the COVID-19 pandemic</u>. Risk assessments are in place.</p>
Use of communal areas - toilets, corridors, sports halls, dining hall, outdoor spaces	Contracting coronavirus - staff pupils, visitors, parents/carers	H	<p>Class changeover/break times are staggered to reduce the level of circulation throughout school. (Specific year group doors have been assigned)</p> <p>Halls, dining areas and internal and external sports facilities can be shared as long as different cohorted groups do not mix (and especially do not play sports or</p>	M	<p>When reviewing areas/spaces consider:</p> <p>Widening routes where possible. Removing unnecessary obstacles.</p>

			<p>games together) and adequate cleaning between group use takes place. At this current time only EYFS eating in hall.</p> <p>Assemblies are arranged to take place with individual groups in their allocated classroom spaces rather than bringing all children from different classes together into one hall or large space. Virtual assemblies take place weekly led by the HT.</p> <p>Lunch breaks are staggered. Children clean their hands before entering in their cohorted groups (younger children are assisted with this). Different cohort groups are kept apart. All lunches to be eaten in classrooms. Tables cleared before and after. Lunches in classrooms at normal times except EYFS. Dinner staff have been assigned to a class bubble. Extra staff being hired to aid at dinner time.</p>		<p>Signing and communications:</p> <ul style="list-style-type: none"> <li>- markings/signage at entrances</li> <li>- movement intersections.</li> <li>- encouraging people to wait and allow others to pass</li> </ul> <p>Enlarge access and exits.</p> <p>Accommodate extended queuing:</p> <ul style="list-style-type: none"> <li>- Defined queue areas</li> </ul> <p>Deliveries.</p> <p>People with additional needs.</p> <p>Use of lunchtime supervisors</p>																																				
			<table> <tr> <th>Year group</th><th>Lunch time – in the hall by this time</th><th>Start &amp; return class times</th><th></th><th></th><th>Times</th></tr> <tr> <td>Nursery</td><td>11.30 am</td><td>Finish at 11.30 – return at 12.15pm</td><td></td><td></td><td></td></tr> <tr> <td>Reception</td><td>11.45 am</td><td>Finish at 11.30noon – return at 12.45pm</td><td></td><td></td><td></td></tr> <tr> <td>Year 1</td><td></td><td>Finish at 12.00noon – return at 1.10pm</td><td></td><td>Year groups have allotted toilets</td><td></td></tr> <tr> <td>Year 2</td><td></td><td>Finish at 12.00pm – return at 1.10pm</td><td></td><td></td><td></td></tr> <tr> <td>Year 3, 4, 5</td><td></td><td>Finish at 12.05 (Y3&amp;4) 12.15 Y5 All return at 1.10pm</td><td>12.15–</td><td></td><td></td></tr> </table>	Year group	Lunch time – in the hall by this time	Start & return class times			Times	Nursery	11.30 am	Finish at 11.30 – return at 12.15pm				Reception	11.45 am	Finish at 11.30noon – return at 12.45pm				Year 1		Finish at 12.00noon – return at 1.10pm		Year groups have allotted toilets		Year 2		Finish at 12.00pm – return at 1.10pm				Year 3, 4, 5		Finish at 12.05 (Y3&4) 12.15 Y5 All return at 1.10pm	12.15–				
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			<p>I hall EYFS children sit side by side, facing forward. Other children eat their lunch at their own desk.</p>																																						

			<p>Arrangements are in place to ensure that toilets do not become crowded by limiting the number of children or young people who use the toilet facilities at one time</p> <p>Toilets and sinks have been assigned to different classes. Children from the same class are only allowed in toilet block at one time. This is strictly monitored by staff.</p>		
<p>Staff use of communal areas/working with different groups.</p> <p>Use of supply teachers and temporary workers</p>	<p>Contracting coronavirus - staff pupils, visitors, parents/carers</p>	H	<p>Staff have been allocated different toilets and kitchen facilities (see above). Cleaning and sanitising equipment have been provided and signage to remind staff to clean areas after themselves.</p> <p>Staff breaks are staggered to avoid congestion in staff rooms. Different areas assigned to different groups of staff. EYFS, KS1 and KS2 to allow for social distancing. Furniture arranged appropriately.</p> <p>Plastic chairs used in staff food areas which are wiped down by staff after use.</p> <p>Only one staff member to be in kitchen area preparing food at one time.</p> <p>Communal plates etc have been removed and staff use their own equipment. Dishwasher has been taken out of use.</p> <p>Measures are applied within shared offices and staff room(s) to implement social distancing. Non-essential staff to stay out of front office. Business Manager to work remotely at home as much as possible. Photocopier and phones in office to be used only by office staff.</p>	L	<p><u>Offices and contact centres - Working safely during coronavirus (COVID-19) - Guidance</u></p>

			<p><i>Photocopiers and phones to be wiped down with sanitising wipes before and after use.</i></p> <p><i>Keys stage and mobiles phones available for staff use.</i></p> <p><i>Staff to stand at door to talk to headteacher in her office.</i></p> <p><i>Clear use and cleaning guidance for staff toilets are in place to ensure they are kept clean and social distancing is achieved as much as possible. Staff to clean high touch areas after use.</i></p> <p><i>Staff maintain 2m distance from pupils where possible (especially between adults and with older children). Face to face contact within 1m of anyone is minimised. Staff may wear face masks if wished.</i></p> <p><i>Staff <b>should not</b> be in close contact with other staff, except in exceptional circumstances: There are three categories of close contact • Direct face to face contact for any length of time • Within 1m for 1 minute or more • Within 2m for 15 minutes or more</i></p> <p><i>All staff to wear 3 ply paper face masks when not in their own classroom eg in corridors, kitchen areas, toilets. They may only be removed for eating and drinking.</i></p> <p><i>Supply staff and other temporary workers can move between schools, but school leaders are to consider how to minimise the number of visitors to the school where possible: we use the same supply staff when possible. Supply staff must be briefed on school risk assessment and given an overview sheet. File of all risk</i></p>		
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			<p>assessments available in reception area.</p> <p>Temporary staff and visiting staff will be expected to comply with the school's arrangements for managing and minimising risk, including taking particular care to maintain distance from other staff and pupils.</p> <p>Review and implementation of longer term staff contracts/arrangements across a broader time period to minimise numbers of contacts.</p>		
Outdoor education on-site and off-site visits	Contracting coronavirus - staff, pupils, public	H	<p>General control measures listed by this risk assessment are implemented as far as they are able to ensure that the risk of virus spread for both staff and children is as low as possible.</p> <p>The NCC Guidance for <a href="#">Outdoor Education - Schools &amp; Establishments during COVID-19 for Planning Safe Activities</a> is followed. Located within the Resources Section on the Evolve system under "Guidance".</p> <p>Educational Visit Coordinator &amp; Heads receive policy guidance updates and actively check for updates on the Evolve system.</p> <p>At the present time the school will not be going on off site visits.</p> <p>The children will not be attending swimming. To be reviewed December 2020.</p>	L	<p>On site activities: Submission of an Evolve form is not required, however where risks are significant or are not already covered with another risk assessment the activity must be subject to a written risk assessment.</p> <p>Off-site activities: Submission of an <a href="#">Evolve</a> form is required for all Off site visits. Note <a href="#">DfE</a> and <a href="#">FCO</a> advice and <a href="#">OEAP National Guidance</a>.</p>
Play activities	Contracting coronavirus - staff and pupils	H	<p>Existing school play risk assessment has been reviewed against government advice and shared with staff.</p> <p>Children play in class bubble zones on the yard and grass.</p>	L	



			<p><i>Break times are staggered (including lunch), so that children are not moving around the school at the same time.</i></p> <p><i>Multiple cohorted groups do not use play equipment simultaneously. It is only used by separate groups, more frequently cleaned and checked between use of groups. For larger pieces of play equipment, where it is not possible to adequately clean this, this has been taken out of use including the Adventure Play.</i></p> <p><i>Classes have their own collection of playtime equipment which is cleaned after each use.</i></p> <p><i>Soft furnishings, soft toys and toys that are hard to clean have been removed from classrooms.</i></p> <p><i>Grounds maintenance consulted and have been instructed to put paint markings on grass and yard to segment the children, instead of the current use of cones.</i></p>		
<i>Provision of school meals service</i>	<i>Contracting coronavirus - staff, pupils</i>		<p><i>The school kitchen is fully open from the start of the autumn term and normal legal requirements will apply. Kitchen operations comply with the <u>guidance for food businesses on coronavirus (COVID-19)</u>.</i></p> <p><i>Catering staff to maintain social distancing so only a maximum of 2 staff can be used at serving hatch to plate up food.</i></p> <p><i>Catering staff are aware of the content of this risk assessment and the measures required for use of communal staff areas have been implemented e.g for toilets/staff room/changing rooms.</i></p> <p><i>New dinner staff advertised for and interviewed to enable easier, safer dinner service.</i></p>		

			<p>The food is plated in the school kitchen by catering staff and only handed to pupils by the school kitchen staff.</p> <p>Dinner staff assigned to specific bubbles. Meals to be eaten in classrooms to enable social distancing, except EYFS who eat in hall.</p> <p>Staff clean tables before and after food.</p> <p>Cutlery, glasses assigned to bubbles and given out to children.</p>																			
Provision of wrap around care/ after school care	Contracting coronavirus - staff, pupils	H	<p>Club to be situated in school hall. Separate class bubbles to work on separate tables. Children from outside settings to be kept strictly apart from our school children. Allocated toilet to be cleaned after each child's use. (See risk assessment)</p>	L	Risk assessments have been written by Trinity Youth and provided to school for approval and can be provided to others on request.																	
Parents/carers picking up/collecting pupils from school	Contracting coronavirus - staff, pupils, public	H	Routes, layouts and congregation points have been reviewed and measures introduced to aid circulation so social distancing may be maintained. Dropping off system and greeting process in place and facilitates immediate hand sanitising at hand sanitising stations on arrival and then hand washing. Drop off/collection times are staggered to ensure that there is minimal congestion outside classrooms by having in one of each year group class at a time.	L																		
			<table><tr><td>Class</td><td>Start / finish time</td><td></td><td>Finish time</td></tr><tr><td>Nursery (morning)</td><td>8:45 11.45</td><td></td><td>11:45</td></tr><tr><td>Nursery (afternoon)</td><td>12:15 3.15</td><td></td><td>3:15</td></tr><tr><td>Nursery (all day)</td><td>8.45 3.15</td><td></td><td>3.15</td></tr></table>		Class	Start / finish time		Finish time	Nursery (morning)	8:45 11.45		11:45	Nursery (afternoon)	12:15 3.15		3:15	Nursery (all day)	8.45 3.15		3.15		
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			Mitford (Year 3/4) Kielder (Year 5)				
			Yellow (Reception), Belsay (Year 1), Alnwick (Year 2), Lindisfarne (Year 4) Morpeth (Year 5)	8.55 3.10		3.10	
			<p><i>Staff briefed on the arrangements to be applied. Children, young people, parents/carers are advised via letter, email, text and Facebook:</i></p> <ul style="list-style-type: none"> <li>• <i>Not to enter the building if displaying any symptoms of coronavirus (COVID-19).</i></li> <li>• <i>Car park gates open to allow a wider entrance for pedestrians into school. Cone in place to stop traffic.</i></li> <li>• <i>Of the designated pick up and drop off protocols (time, location, process) to minimise contact and children to enter and exit via classroom doors</i></li> <li>• <i>Not to gather at entrances, gates or doors unless have pre-arranged appointments.</i></li> <li>• <i>Only one adult to drop off/pick up children</i></li> <li>• <i>Parents to follow the current government guidelines on who can and can't drop ff and collect children (informal child care arrangements)</i></li> <li>• <i>School digital communications channels used to engage and advise parents on protective steps being taken and associated requirements.</i></li> <li>• <i>2m marker lines drawn on yard and arrows to show to keep to left. Parents advised to socially isolate regularly on newsletters and Facebook.</i></li> <li>• <i>All adults on school site told to wear face masks and regular reminders on newsletters and Facebook.</i></li> </ul>				

			<ul style="list-style-type: none"> <li>Only EYFS children/ parents to use that specific entrance and exit.</li> <li>Parents not to discuss issues with staff at door but to do so via notes or phones calls/ emails.</li> </ul>		
Use of School Transport (external provision only)	Contracting coronavirus - staff, pupils, transport provider	H	<p>Steps taken to ensure anyone who becomes symptomatic does not use School Transport.</p> <p>Regulations shared with appropriate parents</p> <p>Areas under lockdown are avoided unless travel into/out of that area is essential.</p> <p>The school encourages pupils to walk or cycle to school where possible. For some families, driving children to school may be a preferable option and will be accommodated where safe to do so.</p> <p>Children in our school who use taxi are brought to office by driver.</p>	M	<p>Note 1: Children who are allocated to a specific cohort/bubble in school are not required to utilise school transport in those cohorts only. Children from different cohorts may share the same transport providing stated control measures are put in place.</p> <p>Note 2: Children under the age of 3 should not wear face coverings. Children aged from 3-10 can wear face coverings if they are able to handle it as directed, but they are not required to.</p> <p>Stated measures to be reviewed upon publication of new guidance to local authorities on providing dedicated school transport that will build upon existing <a href="#">government guidance</a>.</p>
Staff travelling to and from work.	Contracting coronavirus, spread of virus	H	<p>Only use public transport if you have to; use alternative methods of transport where possible - car, bicycle, walking - maintaining social distancing where possible.</p> <p>Those using public transport are identified and encouraged to refer to governments <a href="#">safer travel guidance for passengers</a>.</p> <p>When travelling by public transport:</p>	M	<p>Review Guidance:</p> <p><a href="#">How to wear and make a cloth face covering</a></p> <p><a href="#">Coronavirus (COVID-19): UK transport and travel advice</a></p>

			<ul style="list-style-type: none"> <li>• Wear a face covering when using public transport if you can (not for use whilst in school) - surgical masks not required .</li> <li>• avoid rush hours and busy times if you can</li> <li>• cover your cough or sneeze with a tissue, then throw the tissue in the bin</li> <li>• follow advice on social distancing</li> <li>• wash your hands often with soap and water for at least 20 seconds</li> <li>• if soap and water are not available, use an alcohol-based hand sanitiser</li> </ul>		
Children who are non-compliant / displaying challenging behaviour	Contracting coronavirus - staff, pupils,	M	<p>Children who are symptomatic do not attend school. Effective infection control strategies are in place including measures to minimise contact with those who become symptomatic whilst at school.</p> <p>Current school arrangements including behaviour policy, availability of trained staff and preventative approaches are reviewed/updated taking account of suggested school rules within Government Guidance. Policy communicated to staff, children/pupils and parents/carers. Behaviour policy has been amended and can be seen on school website.</p> <p>Those with challenging behaviour only remain in School where measures (e.g. behaviour management plan, workable de-escalation techniques, trained staff) are in place and there is certainty that they will be effective. Children with challenging behaviour have been identified and individual risk assessments written by SENCO. Support staff have been assigned to avoid conflict and situations known to increase anxiety and defensive behaviours and to support the child.</p> <p>All schools have access to NCC SEN Support Services to accommodate and support learners with SEND who</p>	L	<p>For further information visit: <a href="#">NCC Local SEND Offering 0-25 yrs.</a></p> <p>All risk assessments, behaviour crisis plans and EHCPs have been updated (as applicable) in line with the current COVID-19 situation. Where these are absent a person specific risk assessment is undertaken of those who pose a risk to others by virtue of known behaviours.</p> <p>Reviews relate to specific support staff and take steps to avoid conflict and situations known to increase anxiety and defensive behaviours.</p> <p>Advice has been given on the use of restrictive physical interventions by front line staff</p>

			are attending. Provision includes support in reviewing and determining reasonable adjustments within plans for EHCP learners.		
Personal care activities	Contracting coronavirus or passing onto vulnerable or shielded children	H	<p>Social distancing is implemented where possible. Children who normally receive support from the special school nurse or children's community nurse will require an individual risk assessment. This assessment should include input from the parents/carers and healthcare professionals. Reference to any care tasks and specific PPE requirements for these tasks have been recorded on EHCPs and Care Plans and implemented.</p> <p>Training has been given to staff who have to support individual children.</p> <p>Inhalers- aerosol inhalers to be given in a well ventilated area, preferably through a spacer. Accompanying adult to wear a face mask.</p> <p>Any queries are directed to the school nurse.</p> <p>Staff know how to safely put on and take off PPE. PHE guidance on <a href="#">Putting on PPE</a>; and <a href="#">Taking off PPE</a> is followed by all staff undertaking personal care.</p> <p>PPE boxes in all classrooms and isolation room and spare equipment available.</p> <p>Staff told to replace PPE as necessary.</p>	L	<p>PPE requests/shortages in PPE are raised with the Schools Organisation and Resources Team.</p> <p>No additional PPE is generally needed other than that already identified via risk assessment.</p> <p>Specific PPE/training is required for staff providing personal care involving an aerosol generating procedure - advice is provided by the school nurse and risk assessment produced.</p>
Use of hand sanitiser	<p>Ingestion of hand sanitiser.</p> <p>Alcohol vapours ignited resulting in burns to hands</p>	M	<p>Always wash hands with soap and hot/warm water wherever possible.</p> <p>Where hand sanitizer is used, it contains a minimum of 60% alcohol. It is kept out of the reach of children and used with staff supervision due to the risk of ingestion.</p>	L	<p>Bulk supplies of alcohol gel are stored appropriately as flammable substances and the fire risk assessment has been updated accordingly.</p>

			<p>A safety data sheet and <a href="#">COSHH risk assessment</a> are in place for its use.</p> <p>When using alcohol based hand sanitisers make sure all liquid is evaporated before smoking, touching any electrical equipment or metal surfaces which may result in a static shock, or any other source of ignition.</p> <p>Children should not bring their own hand sanitiser to school and parents have been told this via newsletter and Facebook.</p> <p>External hand sanitising units outside classroom are for supervised use only.</p>		
Insufficient cleaning/exposure to virus on objects/surfaces	Contracting coronavirus	H	<p>Increased cleaning is taking place using standard cleaning products; additional cleaning hours/resources have been arranged with the priority being for frequently touched areas/communal areas and shared teaching spaces. Cleaning staff are briefed on the amended cleaning schedule, and records kept of cleaning undertaken.</p> <p>Cleaning occurs in the morning, dinnertime and after school. All high touch areas cleaned including door handles, desks, communal areas. Toilets are cleaned twice daily.</p> <p>In particular objects and surfaces that are touched regularly are frequently cleaned and disinfected. This will include toys, books, desks, chairs, doors, sinks, toilets, light switches, play equipment etc. See <a href="https://docs.google.com/document/d/1zvt9DT6wfVlk0T3zAfHjPcVzDBY6Rad4_rfyM8b45_E/edit">https://docs.google.com/document/d/1zvt9DT6wfVlk0T3zAfHjPcVzDBY6Rad4_rfyM8b45_E/edit</a> for Lego.</p> <p>Steps are taken to limit resources that are taken home by staff and pupils. Marking policies have been reviewed with emphasis on the use of visualisers, self-marking and verbal feedback. Staff wash hands/</p>	L	<p>A supply of antibacterial wipes/alcohol gel is made available in school (including classrooms) to encourage staff/pupils to help maintain cleanliness in personal work areas.</p> <p>Cleaning products used in teaching areas etc are those normally used by cleaning staff - a safety data sheet and COSHH risk assessment are in place for each product.</p> <p>PPE requests/shortages in PPE are raised with the Schools Organisation and Resources Team.</p> <p>Bleach should be avoided and a suitable alternative product(s) used. If schools are advised to use a</p>

		<p><i>sanitise if handling pupils' homework/books but advised not to if possible. Teachers to mark from the front. If deeper review of work is necessary eg assessment, work should be completed on pieces of paper so that the pare can be quarantined for 48-72 hours before marking and returning to children. Children's books should not be taken home. See new marking policy.</i></p> <p><i>A review has been undertaken to remove soft furnishings, soft toys and toys/equipment that are hard to clean (such as those with intricate parts).</i></p> <p><i>Classrooms are 3 times daily. Where rooms are shared (the hall), the room and equipment is cleaned between different group use. Bins for tissues are emptied throughout the day. Rooms are well ventilated with windows being kept open where possible. Where doors are propped open to aid ventilation, these are in line with fire safety and safeguarding requirements.</i></p> <p><i>Signage and antibac spray/ wipes around school to inform staff to clean high touch staff areas after use; kitchen surfaces, telephones, toilet area, sinks.</i></p> <p><i>Where there is a suspected or confirmed case of COVID-19 within the school, the school procedure for dealing with this scenario is implemented, which incorporates the PHE guidance on '<u>cleaning and waste</u>' (ensure cleaning products used comply with this guidance). Staff wear disposable gloves and aprons as a minimum. Hands are washed with soap and water for 20 seconds when all PPE is removed. <a href="#">NCC PPE Risk Assessment</a></i></p>	<p><i>bleach based product, only bleach <u>sprays</u> should be used. It's use must be strictly controlled and it must not be mixed with other cleaning products due to the risk of chlorine gas being liberated. The safety data sheet and COSHH risk assessment must be in place prior to use and shared with staff.</i></p>
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			<p>Staff know how to put on and take off PPE correctly: PHE - <a href="#">Putting on PPE</a>; PHE - <a href="#">Taking off PPE</a></p> <p>See also sections on Pupils and staff displaying symptoms of coronavirus whilst at school.</p> <p>A central supply area has been set up in stock cupboard of extra cleaning product supplies eg hand sanitiser, soap.</p>		
Staff displaying symptoms of coronavirus whilst at school	Others contracting virus.	H	<p>School follows the process detailed in the NCC flowchart "Managing Covid-19 in Northumberland Schools and settings" and complete the <u>report form</u> in relation to the symptomatic person (both for staff and pupils). Once test result is known the form should be updated with this information.</p> <p>Head Teacher / School Lead is notified immediately and the staff member is sent home. PHE guidance on self isolation is followed - <a href="#">Stay at Home</a> . If they are seriously ill contact 999.</p> <p>Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test &amp; Trace.</p> <p>The affected area will be cleaned with disinfectant after someone with symptoms has left to reduce the risk of passing the infection on to other people.</p> <p>Staff will inform the school as soon as they receive their test result (positive or negative).</p> <p>Where the staff member tests negative, they can return to their setting when they are medically fit to do so following discussion with line manager and appropriate</p>	M	<p>Ensure home and emergency contacts are up to date.</p> <p>A protocol is in place to cover this eventuality and has been shared with all staff who are clear on what action to take.</p> <p>Staff requested to urgently access the <a href="#">national test and trace programme</a> which is now operational and will involve direct discussion with those in close contact with a person who tests positive for Covid19. . The school has a small supply of home test kits which can be used in very exceptional cases (<a href="#">COVID-19: test kits for schools and FE providers</a>)</p> <p><a href="#">Letter from PHE and NHS Test and Trace to school and college leaders</a></p>

			<p>local risk assessment. Fellow household members can end their self-isolation. <a href="#">PHE staff return to work criteria</a> must be applied</p> <p>Where the staff member tests positive; based on advice from the NCC Public Health Team, the rest of their class, should be sent home and advised to self-isolate for 14 days from the date the staff member became symptomatic. The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms. If a close contact in a class or group that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period they should follow <a href="#">guidance for households with possible or confirmed coronavirus (COVID-19) infection</a>.</p> <p>Confirmed cases of Covid-19 are recorded via ANVIL, as they may be RIDDOR reportable. Further advice will be sought via NCC's Corporate Health and Safety team.</p> <p><a href="#">PHE guidance</a> on action to be taken in these circumstances is adhered, along with the PHE guidance on <a href="#">'cleaning and waste'</a>.</p> <p>PPE boxes in all classrooms and isolation room.</p>		
Pupils displaying symptoms of coronavirus whilst at school	Others contracting virus.	H	<p>School follows the process detailed in the NCC flowchart "Managing Covid-19 in Northumberland Schools and settings" and complete the <a href="#">report form</a> in relation to the symptomatic person (both for staff and pupils). Once test result is known the form should be updated with this information.</p> <p>Signs and symptoms DFE information shared with staff and parents via facebook and email regularly, and SLT</p>	M	<p>Ensure emergency contacts are up to date. Out of hours contacts available via CPOMS.</p> <p>A protocol is in place to cover this eventuality and has been shared with all staff who are clear on what action to take.</p>

		<p>agreed and circulated a signs and symptoms threshold.</p> <p>Head Teacher / School Lead and parent/ carer is notified immediately and the pupil is sent home. School Transport is avoided. PHE guidance on self isolation is followed - <a href="#">Stay at Home</a> If they are seriously ill they should contact 999.</p> <p>If a child is awaiting collection, they will be moved to the meeting room where they can be isolated behind a closed door and they will sit on a plastic seat. If Meeting Room is unavailable they will sit in the area outside this and the external door will be opened. An adult will supervise the child. Any siblings will also be isolated and brought to the area to sit with the symptomatic child whilst they await collection.</p> <p>PPE will be worn by staff caring for the child while they await collection. (Mask, apron, gloves and, if coughing, visor)</p> <p>Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them does need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test &amp; Trace. The Council's public health team are notified of all symptomatic persons by emailing: <a href="mailto:publichealthincidentalalerts@northumberland.gov.uk">publichealthincidentalalerts@northumberland.gov.uk</a></p> <p>They will wash their hands thoroughly for 20 seconds after any contact with someone who is unwell.</p> <p>The area will be cleaned with disinfectant after someone with symptoms has left to reduce the risk of passing the infection on to other people.</p>	<p>Parent/carer is requested to urgently arrange a test for their child via the <a href="#">national test and trace programme</a> which is now operational and will involve direct discussion with those in close contact with a person who tests positive for Covid19. The school has a small supply of home test kits which can be used in very exceptional cases (Coronavirus <a href="#">COVID-19: test kits for schools and FE providers</a>) parents/carers should be asked to notify the school as soon as they receive the test result (positive or negative). The school will be notified of the test result by the NCC public health team <a href="#">Letter from PHE and NHS Test and Trace to school and college leaders</a></p> <p><u>Symptomatic children action list for schools</u> (important - please note that in Northumberland support to schools is being provide by the NCC public health team rather than Public Health England/Health Protection Team)</p>
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			<p><i>Touch free thermometer purchased to help with recognising symptoms but this is not taken as a definite answer.</i></p> <p><i>Where the pupil tests negative, they can return to their setting and the fellow household members can end their self-isolation.</i></p> <p><i>Where the pupil tests positive- Based on advice from the NCC Public Health Team, the rest of their class, will be sent home and advised to self-isolate for 14 days from the date the child became symptomatic. The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms. If a close contact in a class or group that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period they should follow <a href="#">guidance for households with possible or confirmed coronavirus (COVID-19) infection</a></i></p> <p><i>Guidance on self-isolation has been put on Facebook and website.</i></p> <p><i><a href="#">PHE guidance</a> on action to be taken in these circumstances is adhered, along with the PHE guidance on '<a href="#">cleaning and waste</a>'.</i></p> <p><i>Home test kits will only be offered in the exceptional circumstance that you believe an individual may have barriers to accessing testing elsewhere.</i></p> <p><i>PPE boxes in all classrooms and isolation room</i></p>		
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Outbreak of Covid-19 in local area or school resulting in partial or full closure of school/resumption of lock down		H	<p>The <a href="#">Northumberland Local Outbreak Prevention Plan</a> will be instigated by the Director or Public Health. The Headteacher and governing body will fully cooperate with the process and follow advice from the NCC public health team/health protection team.</p> <p>Plans have been put in place to provide remote learning and FSM during a time of partial or full closure.</p> <p>All partial and full closure decisions will be taken by the HT and full governing body in conjunction and following guidance from NCC, the Diocese and Public Health.</p>	L	The school has a plan in place to deal with partial or full closure of the school
Inadequate first aid provision	<p>Serious injury or death</p> <p>First aider contracting coronavirus or spreading virus to others.</p>	H	<p>A review of the first aid needs assessment has taken place to decide if sufficient appropriate cover can be provided for the activities which are being undertaken. First aiders rendering treatment continue to keep accurate records of who they have treated, bearing in mind the requirement to retain visitor contact information</p> <p>First aiders assist at a safe distance from the casualty where possible and minimise the time they share a breathing zone. Where the casualty is able to, they may be directed to undertake specific treatments themselves (age dependent) e.g. applying a plaster, running a burn under cold water.</p> <p>Where available, and appropriate, fluid resistant face mask, gloves, disposable plastic apron and disposable eye protection is used which should be kept in or next to first aid kits.</p> <p>CPR</p>	L	<p>Where First Aid at Work and Emergency First Aid at Work certificates expired on or after 16 March 2020 and staff cannot access requalification training because of coronavirus, staff may qualify for an extension up until 30 September 2020. Staff must be able to explain why they haven't been able to requalify and demonstrate what steps they have taken to access the training, if asked to do so. See HSE guidance <a href="https://www.hse.gov.uk/news/first-aid-certificate-coronavirus.htm">https://www.hse.gov.uk/news/first-aid-certificate-coronavirus.htm</a></p> <p>Schools with early years and nursery facilities should apply the</p>

			<p><i>In respect of more serious cases where CPR may be required, the specific advice contained in the <a href="#">Resuscitation Council UK</a> guidance should be followed particularly in relation to rescue breaths. No rescue breaths advised.</i></p> <p><i>As chest compressions could produce aerosol spray, appropriate PPE should be worn i.e. fluid resistant surgical mask, gloves, apron and eye protection (goggles or visor) and a cloth placed across person's face. Full PPE must be worn.</i></p> <p><i>A first aider should conduct a dynamic risk assessment of the situation they are faced with and apply appropriate precautions for infection control.</i></p> <p><i>Further information is also contained in the Government publication: <a href="#">Guidance for first responders and others in close contact with symptomatic people with potential COVID-19</a></i></p> <p><i>Staff First Aid attended first aid course and information about COVID CPR restrictions shared with all staff. (21/9/20)</i></p> <p><i>All Care plans have been reviewed and updated. Requests for information, and reminders, including phone calls, have been sent out to all parents and plans adapted appropriately.</i></p>		<p><i>Government guidance in relation to paediatric first aid cover:</i></p> <p><a href="https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2/early-years-foundation-stage-coronavirus-disapplications">https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2/early-years-foundation-stage-coronavirus-disapplications</a></p>
<i>Lack of communication with staff/parents/others</i>	<i>Confusion/mis-information resulting in breakdown of arrangements.</i>	<i>H</i>	<p><i>Staff have been involved in the planning process for return for a wider school re-opening, including risk assessments, procedure if someone becomes symptomatic in school, policy reviews etc. These arrangements are to be kept under constant review, with staff invited to provide feedback. Emails of all staff have been gained and information sent out to all.</i></p>	<i>L</i>	<p><i>Parents have access to the <a href="#">Covid19 Quick Guide checker</a> - this is available on the school's webpage and has been brought to the attention of parents.</i></p>



			<p>Consultation with all staff and governors has been undertaken at all stages.</p> <p>Regular information sharing and communication with staff. Use of IT software for virtual meetings, e.g. Google Hangouts.</p> <p>Parents are kept informed of changes in timings to the school day and the arrangements put in place by the school to comply with the government guidance to keep children safe via School Coms, text, newsletter and Facebook.</p> <p>The arrangements in place for children are shared with them in an age appropriate way.</p>		
Increased staff home working & use of Display Screen Equipment (DSE)	Musculoskeletal problems arising from incorrect postures	M	<p>NCC <a href="#">bulletin</a> on homeworking and DSE use is made available to staff. This follows HSE <a href="#">guidance on homeworking</a>, including the principles of good DSE use is followed.</p> <p>NCC <a href="#">DSE policy</a> is available to staff.</p>	L	
<p>Uncertainty due to the unprecedented nature of the pandemic</p> <p>Maintaining staff wellbeing and mental health</p>	Stress and anxiety arising through uncertainty, lack of control and reduced contact	M	<p>Regular information sharing and communication. Use of IT software for virtual meetings, e.g. Google Hangouts.</p> <p>Shared distribution of workload,</p> <p>Regular communications are in place between staff and Managers. Staff also have access to all shared information/documentation. Governing Body are involved with decision making in relation to measures in place where appropriate. The school has an open door policy.</p>	L	<p>Stress risk assessment reviewed.</p> <p><u><a href="#">Supporting Emotional and Mental Health - Information for Schools.</a></u></p> <p><u><a href="#">Telephone support &amp; counselling</a></u></p> <p><u><a href="#">Wellbeing guide for staff working in schools and trusts</a></u></p> <p><u><a href="#">Resources for school employees - wellbeing.docx</a></u></p>

<i>Pupil/ parents uncertainty surrounding attendance/return to school</i>	<i>Stress and anxiety impacting themselves and staff</i>	<i>M</i>	<p><i>Good communication of Covid19 controls measures/arrangements to parents and pupils provides reassurance on attendance or return to school. Publishing risk assessment on school webpage. Parents have the opportunity to discuss concerns with school staff via phone, email, Seesaw, Tapestry, SENCo, parental support officer.</i></p> <p><i>Parental consultation to be done remotely. (Nov)</i></p> <p><i>Provision of pastoral and PSHE lessons designed to:</i></p> <ul style="list-style-type: none"> <li><i>• support the rebuilding of friendships and social engagement</i></li> <li><i>• address and equip pupils to respond to issues linked to coronavirus (COVID-19)</i></li> <li><i>• support pupils with approaches to improving their physical and mental wellbeing</i></li> </ul>	<i>L</i>	<p><i>The government has recently launched the <u>Wellbeing for Education Return programme</u>, which will provide training and resources for teachers and staff in all state-funded schools to respond to the wellbeing and mental health needs of children and young people as a result of coronavirus (COVID-19). The training provides practical examples to support staff, children and young people within a school.</i></p> <p><i><u>Supporting Emotional and Mental Health - Information for Schools.</u></i></p>

### Document History



### Useful Links:

- Government/Public Health England Advice: <https://www.gov.uk/coronavirus> / [Coronavirus \(COVID-19\): guidance for schools and other educational settings](#)
- HSE Advice: <https://www.hse.gov.uk/news/coronavirus.htm>
- NCC Guidance: <http://staff/Communications/Coronavirus-information.aspx>
- Northumberland Education: <http://northumberlandeducation.co.uk/coronavirus/>
- DfE Advice: [DfE.coronavirushelpline@education.gov.uk](mailto:DfE.coronavirushelpline@education.gov.uk)
- [NCC PPE Risk Assessment](#); [NCC Staff Risk assessment](#)
- [NCC Health and Safety Team webpage](#)
- [Local Authority Scenario Guidance for Covid-19 Infection, Protection and Control](#)
- [NCC Control of Infection Policy](#)
- [Public Health - Q&A for Teachers and Parents](#)
- [NCC Corporate Health and Safety Advice - FAQs for School Head Teachers](#)
- [Corporate H&S Briefing Note - 10/7/2020](#)
- [Northumberland Covid19 Dashboard](#)
- [Q&A Videos from PHE for School Staff](#)

Item	Nature of change	Date of Update
<a href="#">Inadequate testing/maintenance and fire safety arrangements during the covid19 pandemic</a>	Renamed from 'School re-opening following partial or full closure and lack of statutory testing/maintenance' as schools are now fully open and wording changed to reflect this. Update on wall mounted fan convector coil heating systems.	07/10/2020
<a href="#">Contact with others who may have Coronavirus</a>	Link to 'EHCP Planning Tool' added.	07/10/2020
<a href="#">Use of School Transport (external provision only)</a>	Update in respect of NCC School Coronavirus (COVID-19) advice regarding use of face coverings.	07/10/2020
<a href="#">Staff displaying symptoms of coronavirus whilst at school</a>	Update in respect of process for reporting cases. Link added for NCC flowchart for reporting covid cases.	07/10/2020

<a href="#"><u>Pupils displaying symptoms of coronavirus whilst at school</u></a>	Update in respect of process for reporting cases. Links added for NCC flowchart for reporting covid cases and 'Symptomatic Children Action List.'	07/10/2020
<a href="#"><u>Outbreak of Covid-19 in local area or school resulting in partial of full closure of school/resumption of lock down</u></a>	Advice to be sought from NCC's public health team/health protection team.	07/10/2020
<a href="#"><u>Lack of communication with staff/parents/others</u></a>	Link added for 'Parent Quick Guide Checker.'	07/10/2020
<a href="#"><u>Uncertainty due to the unprecedented nature of the pandemic</u></a>	Links added for staff support and a free counselling helpline.	07/10/2020
<a href="#"><u>Pupil uncertainty surrounding attendance/return to school</u></a>	Link added for pupil emotional and mental health support.	07/10/2020
<a href="#"><u>Useful Links</u></a>	New section, previously listed under 'Additional Information'. Links to the 'Northumberland Dashboard' and 'Q&A videos from PHE' added.	07/10/2020
<a href="#"><u>Contact with others who may have Coronavirus</u></a>	Link updated to guidance for special schools and other specialist settings - Annex EHC Plans.	09/09/2020
<a href="#"><u>Activity</u></a>	Link added for 'Schools Full Opening' guidance.	07/09/2020
<a href="#"><u>School re-opening following partial or full closure and lack of statutory testing/maintenance</u></a>	Guidance withdrawn.	07/09/2020
<a href="#"><u>Contact with others who may have Coronavirus</u></a>	Link added for clinically/clinically extremely vulnerable generic staff risk assessments. Updated info on clinically/clinically extremely vulnerable pupils and link added to model risk assessment. Updated info on face coverings and link added to generic face covering risk assessment.	07/09/2020

<a href="#"><u>All teaching/classroom activities; early years, primary and secondary</u></a>	Guidance withdrawn and replaced with 'Schools Full Opening' guidance.	07/09/2020
<a href="#"><u>Use of shared learning spaces by different cohort (bubble) groups and teaching of practical activities</u></a>	Updated guidance on sports and music activities. Updated guidance on science practicals from CLEAPSS.	07/09/2020
<a href="#"><u>Parents/carers picking up/collecting pupils from school</u></a>	Guidance withdrawn.	07/09/2020
<a href="#"><u>Use of School Transport (external provision only)</u></a>	Minor update to align more closely with guidance text relating to grouping on school transport, wearing of face coverings and social distancing.	07/09/2020
<a href="#"><u>Children who are non-compliant / displaying challenging behaviour</u></a>	Guidance withdrawn.	07/09/2020
<a href="#"><u>Personal care activities</u></a>	Guidance withdrawn.	07/09/2020
<a href="#"><u>Staff displaying symptoms of coronavirus whilst at school</u></a>	Updated advice regarding a staff member testing positive. Link added to a letter from PHE to all school leaders.	07/09/2020
<a href="#"><u>Pupils displaying symptoms of coronavirus whilst at school</u></a>	Updated advice regarding a pupil testing positive. Link added to a letter from PHE to all school leaders.	07/09/2020
<a href="#"><u>Pupil uncertainty surrounding attendance/return to school</u></a>	Link to the 'Wellbeing for Education Return Programme' added.	07/09/2020
<a href="#"><u>Contact with others who may have Coronavirus</u></a>	Updated links to model school risk assessments for CV/CEV staff and pupils. Minor wording changes and removal of link to withdrawn government document (changes are in red text)	25/8/2020
General	Some re-ordering of hazards (rows) to achieve better flow.	30/07/2020
<a href="#"><u>Additional information</u></a>	New/updated additional documentation	30/07/2020
<a href="#"><u>School re-opening following partial or full closure and lack of statutory testing/maintenance</u></a>	Minor wording changes. Review fire risk assessment.	30/07/2020

<a href="#"><u>Inadequate safety management documentation (policies, risk assessments etc)</u></a>	New section.	30/07/2020
<a href="#"><u>Contact with others who may have Coronavirus</u></a>	Staff/children living with someone who is shielding can now return. Updated guidance for Clinically Extremely vulnerable children and staff - mostly able to return to school. Model school specific risk assessment template for vulnerable/extremely vulnerable staff returning will be available early August. Visitor information to be retained and kept for 21 days. Specific guidance on hand washing requirements for children. Information on face coverings.	30/07/2020
<a href="#"><u>All teaching/classroom activities; early years, primary and secondary</u></a>	Amended wording in hazard column. Updated guidance on cohort/bubble group sizes, social distancing, classroom arrangements, including layout. Some text moved to new section below.	30/07/2020
<a href="#"><u>Use of shared learning spaces by different cohort (bubble) groups and teaching of practical activities</u></a>	New section - some control measures moved from previous section.	30/07/2020
<a href="#"><u>Use of communal areas - toilets, corridors, sports halls, dining hall, outdoor spaces</u></a>	Minor changes. Use of staff areas moved into separate section. Reference to practical lessons moved into separate section. Additional text added for use of dining hall (see also new section on provision of school meals)	30/07/2020
<a href="#"><u>Staff use of communal areas/working with different groups and Use of supply teachers</u></a>	New section pulling together measures for staff areas and to record arrangements for temporary and visiting staff.	30/07/2020
<a href="#"><u>Outdoor education on-site and off-site visits</u></a>	Updated to illustrate requirement for EVCs and Heads to monitor Evolve for policy and guidance updates.	30/07/2020
<a href="#"><u>Provision of school meals service</u></a>	New section. Ensure arrangements in place are applied to kitchen facilities.	30/07/2020

<a href="#"><u>Use of School Transport (external provision only)</u></a>	Updated arrangements regarding more children accessing transport.	30/07/2020
<a href="#"><u>Staff travelling to and from work</u></a>	Minor amendment and link to government guidance	30/07/2020
<a href="#"><u>Personal care activities</u></a>	Reference to care activities involving aerosol generating procedures and clarification that no additional PPE generally needed other than that normally identified via risk assessment.	30/07/2020
<a href="#"><u>Use of hand sanitizer</u></a>	Reference to skin friendly skin wipes (confirmed with NCC public health that these should contain alcohol to be as effective as sanitiser). Bulk storage arrangements for hand sanitiser (updated fire risk assessment).	30/07/2020
<a href="#"><u>Insufficient cleaning/exposure to virus on objects/surfaces</u></a>	Updated government guidance on cleaning and waste (15 July). Ensure cleaning schedule is in place which cleaners are briefed on and records are kept of cleaning undertaken.	30/07/2020
<a href="#"><u>Staff displaying symptoms of coronavirus whilst at school</u></a>	Clarification on isolation of bubble groups. Requirement to notify NCC public health team of all <u>symptomatic</u> persons. Removal of specific self isolation periods as this is liable to change (currently changed from 7 to 10 days) - schools should keep up to date with the latest requirement.	30/07/2020
<a href="#"><u>Pupils displaying symptoms of coronavirus whilst at school</u></a>	As above.	30/07/2020
<a href="#"><u>Outbreak of Covid-19 in local area or school resulting in partial of full closure of school/resumption of lock down</u></a>	New section.	30/07/2020
<a href="#"><u>Inadequate first aid provision</u></a>	Updated guidance based on HSE advice. Government advice for schools is that no PPE is needed, however, based on HSE advice if PPE is available it should be used.	30/07/2020

<a href="#"><u>Pupil uncertainty surrounding attendance/return to school</u></a>	New section.	30/07/2020
<a href="#"><u>Activity</u></a> and People at Risk	Information of how updates have been incorporated and updated link to all school related government guidance added. Amended text regarding need to review risk assessment.	05/06/2020
<a href="#"><u>Additional Information Section</u></a>	Amendment. <a href="#"><u>NCC Corporate Health and Safety Advice - FAQs for School Head Teachers</u></a> , link to <a href="#"><u>vulnerable staff risk assessments (including BAME)</u></a> and <a href="#"><u>Public Health Q&amp;A for Teachers and Parents</u></a>	05/06/2020
<a href="#"><u>School re-opening following partial or full closure and lack of statutory testing/maintenance</u></a>	Amendment. Update to explain in more detail the required checks/testing. Note regarding cleaning. Additional information on fire evacuation procedures/fire drills.	05/06/2020
<a href="#"><u>Contact with others who may have Coronavirus. Inadvertent transmission to others</u></a>	Amendment Para on staffing levels. Link to BAME risk assessment added. Revision to wording in "Children" section (no change to arrangements). Shielding households - slight amendment to wording. Link to updated SEND guidance. Recommendation to provide lidded bins/tissues. Social distancing advice in offices/reception. Hot/warm water required for hand washing (see H&S FAQ). Reinforcement that only essential visitors are permitted access to school.	05/06/2020
<a href="#"><u>Unable to achieve social distancing</u></a>	Amendment. Staff role in health/hand hygiene arrangements. Changes to early years spaces requirements and group sizes. Secondary Schools are only permitted to have ¼ of yr. 10 and yr. 12 cohort in school at any one time. Rotas permissible in secondary schools. Some other minor textual changes.	05/06/2020

<a href="#"><u>Use of communal areas</u></a>	Amendment. Update regarding assemblies. Updated guidance on PE activities from AfPE.	05/06/2020
<a href="#"><u>Parents/carers picking up/collecting pupils from school</u></a>	Amendment Queuing system/greeting process for parents. New links to government guidance added.	05/06/2020
<a href="#"><u>School Transport</u></a>	New section	05/06/2020
<a href="#"><u>Staff travelling to and from work.</u></a>	New section	05/06/2020
<a href="#"><u>Children who are non-compliant / displaying challenging behaviour</u></a>	New section	05/06/2020
<a href="#"><u>Use of hand sanitiser</u></a>	Clarification on use of alcohol based hand sanitiser and need to have safety data sheet and COSHH risk assessment in place. (See also <a href="#"><u>Health and Safety FAQ</u></a> document for further information)	05/06/2020
<a href="#"><u>Insufficient cleaning/exposure to virus on objects/surfaces</u></a>	Amendment. Update regarding taking resources home and marking homework.	05/06/2020
<a href="#"><u>Staff displaying symptoms of coronavirus whilst at school</u></a>	Amendment. Requirement to have protocol in place for those who become symptomatic on premises. Update on test and trace procedure and process for staff who test negative for Covid-19. Public Health cleaning posters have been withdrawn	05/06/2020
<a href="#"><u>Pupils displaying symptoms of coronavirus whilst at school</u></a>	Amendment. Note regarding avoidance of School Transport added. Requirement to have protocol in place for those who become symptomatic on premises. Public Health cleaning posters have been withdrawn.	05/06/2020

<a href="#"><i><u>Inadequate first aid provision</u></i></a>	<i>Removal of appointed person as minimum - trained first aider recommended due to increase in numbers. Link to FAQs added.</i>	<i>05/06/2020</i>
<a href="#"><i><u>Lack of communication with staff/parents/others</u></i></a>	<i>New section</i>	<i>05/06/2020</i>