



## Mowbray Primary School Coronavirus (COVID-19) Risk Assessment Form (RA1)

<b>Department:</b>	<b>Service:</b>	<b>School:</b>
<b>Activity:</b> <i>Schools remaining open/reopening during COVID19 pandemic</i> <b>Updated:</b> <i>8 July 2020 (see coloured text for updates; also recorded in Document History table on final page)</i>  <i>To be read in conjunction with <u>NCC Health and Safety Bulletin</u> and <u>Coronavirus (COVID-19): guidance for schools and other educational settings.</u></i>		<b>Site:</b>
<b>People at Risk:</b> <i>Staff, pupils, visitors, volunteers, parents, contractors</i>		<b>Additional Information:</b> <u>guidance on completion: risk assessment form</u> <i>Existing service/task specific risk assessments and guidance provided by the government/Public Health England and internally at NCC.</i>  <i>Government/Public Health England Advice: <a href="https://www.gov.uk/coronavirus/Coronavirus%20(COVID-19):%20guidance%20for%20schools%20and%20other%20educational%20settings">https://www.gov.uk/coronavirus / Coronavirus (COVID-19): guidance for schools and other educational settings</a></i> <i>HSE Advice: <a href="https://www.hse.gov.uk/news/coronavirus.htm">https://www.hse.gov.uk/news/coronavirus.htm</a></i> <i>NCC Guidance: <a href="http://staff/Communications/Coronavirus-information.aspx">http://staff/Communications/Coronavirus-information.aspx</a></i> <i>Northumberland Education: <a href="http://northumberlandeducation.co.uk/coronavirus/">http://northumberlandeducation.co.uk/coronavirus/</a></i> <i>DFE Advice: <a href="mailto:DfE.coronavirushelpline@education.gov.uk">DfE.coronavirushelpline@education.gov.uk</a></i> <u><i>NCC PPE Risk Assessment; NCC Staff Risk assessment</i></u> <u><i>NCC Health and Safety Team webpage</i></u> <u><i>Local Authority Scenario Guidance for Covid-19 Infection, Protection and Control</i></u> <u><i>NCC Control of Infection Policy</i></u> <u><i>Public Health - Q&amp;A for Teachers and Parents</i></u> <u><i>NCC Corporate Health and Safety Advice - FAQs for School Head Teachers</i></u> <u><i>Vulnerable Staff - Risk assessments (including BAME)</i></u>
<b>Name of Person Completing Form:</b> Andrew Miller		<b>Job Title:</b> Headteacher
<b>Date:</b> 9 <sup>th</sup> June 2020		<b>Review Date:</b> Weekly

Hazard	Risk	Initial Rating L, M, H	Existing Control Measures	Final Rating L, M, H	Additional Action Required (action by whom and completion date – use separate Action Plan if necessary)
<p><i>School re-opening following partial or full closure and lack of statutory testing/maintenance</i></p>	<p><i>Equipment / system failure leading to enhanced physical or biological risks to people</i></p>	<p><i>M</i></p>	<p><i>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 during the school closure.</i></p> <p><i>Head has ensured all necessary checks/paperwork/maintenance is up to date prior to school opening. Consideration has been given to; check of known asbestos sites for damage, potential pest/rodent activity, cleanliness/general safety of kitchen facilities, electrical equipment, site security measures, fire safety measures (extinguishers, door mechanisms etc.) and general building(s) integrity and serviceability. School has been open since 23<sup>rd</sup> March and minimum weekly checks have taken place in areas of school not being used.</i></p> <p><i>Fire evacuation procedures have been reviewed and a fire drill is planned. Roll call lists updated and are kept at the register point. Each cohorted group should stay together and have been assigned predetermined evacuation points on the Mowbray Yard which are sufficiently distanced from other groups.</i></p> <p><i>Nature and type of use of the building since closure has been determined and appropriate cleaning initiated.</i></p> <p><i>Health and Safety Visit by Link Governor to ensure Protective Measures document and Risk Assessment</i></p>	<p><i>L</i></p>	<p><i>See guidance on <u>Managing school premises during the coronavirus outbreak</u></i></p> <p><i>Where checks / paperwork /maintenance is lacking; steps taken to address this prior to reopening - items taken out of use (where possible), or guidance obtained from a competent person (manufacturer, service engineer, NCC Property Services).</i></p>

			<i>is operational in practice.</i>		
<p>Contact with others who may have Coronavirus</p> <p>Inadvertent transmission to others</p>	<p>Exposure to live virus resulting in contracting Coronavirus.</p> <p>Exacerbation of existing medical conditions.</p>	H	<p><b>Staff</b></p> <p>Staffing audit undertaken on 20<sup>th</sup> March to identify staff members on the Clinically and Extremely Clinically Vulnerable List as well as staff living with others who are on the lists. This list is kept securely by the Headteacher. Shielding requirements lifted on August 1<sup>st</sup> however staff on the “Clinically Extremely Vulnerable” along with those staff who are ‘clinically vulnerable’, pregnant or from a BAME background, have individual risk assessments agreed prior to staff members returning to school. Where staff are able to continue working from home they will. Social Distancing increased at school and staggered breaks and lunchtimes ensures reduced use of shared staff areas. Increased cleaning of staff toilet areas during the day. Advice is sought from Occupational Health where necessary. At risk staff will be only kept in their consistent bubble and will not be asked to work across school. In situations where this is not possible (e.g. certain cleaning roles) PPE will be available for staff members.</p> <p>Staffing levels are reviewed to ensure adequate levels are in place at all times. Where staff shortages are identified which impact on the operations of the school,</p> <p><b>Children</b></p> <p><u>Children in vulnerable and highly vulnerable health categories (as defined by PHE guidance)</u></p> <p>Pupils in “Clinically Extremely Vulnerable” category have been identified. Pupils classed as “Clinically Vulnerable” can attend school following and an</p>	M	<p>See: <u>COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable</u></p> <p>See NCC generic risk assessments for vulnerable staff:</p> <p><u>General Vulnerable Conditions - COVID19 - Personalised Risk Assessment Template</u></p> <p><u>Staff with Mild Asthma - COVID19</u></p> <p><u>BAME risk assessment</u></p> <p>Head teachers/Senior managers are to ask staff to update them immediately if their situation changes.</p> <p>The potential risks from COVID-19 to children and young people who have an EHCP/additional educational support needs must be assessed in light of individual circumstances including any underlying health conditions. This must be on an individual basis with advice from an appropriate health professional</p>

		<p><i>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 this circumstance. Individual Healthcare Plans are checked to ensure they are up to date and include advice from the relevant health professional and must be in line with <u>PHE guidance</u>.</i></p> <p><b>Contractors</b></p> <p><i>Contractors will not be allowed access without prior appointment and only for essential activities. Contractors are to wear disposable gloves on arrival and social distancing measures are clarified with them on arrival.</i></p> <p><i>All contractors and visitors will leave contact details and will be asked to sign a declaration that they nor anyone they live with is exhibiting symptoms of Coronavirus (COVID-19).</i></p> <p><i>Declarations and COVID-19 information has been added to our electronic visitor signing in system. This includes site guidance on physical distance and site hygiene. This information is also communicated to contractors and visitors before their arrival.</i></p> <p><i>Where visitors and contractors can attend outside of hours they will be encouraged to.</i></p> <p><b>General</b></p> <p><i>Parents / carers and other visitors are limited and access only permitted where essential. Staff communicates to children regarding social distancing / personal hygiene etc.</i></p>	<p><i>where required. Assessments are in writing and existing assessments may be updated. Staff to be consulted/trained on any resultant measures to be introduced.</i></p> <p><i>Where children have an Individual Healthcare Plan, arrangements must be made to ensure that any adults supervising the child understand and are familiar with the plan and have received any training that is indicated to care for the child. <u>Supporting children and young people with SEND as schools and colleges prepare for wider opening</u></i></p> <p><i>Where there are concerns about the health provision for a child or young person, urgent advice must be sought from a healthcare professional.</i></p> <p><i>When making appointments, contractors are briefed on the requirements for social distancing and PPE and not to attend school if displaying symptoms of COVID19.</i></p> <p><i>Notices and information displayed in school.</i></p>
--	--	--	---

		<p><i>Key issues include:</i></p> <p><i>Anyone displaying any symptoms of coronavirus are not permitted on the premises. This is communicated in writing frequently to parents/carers and signage is displayed at every entrance point to the site.</i></p> <p><i>Steps are taken to ensure that no pupils are on the school grounds unless for agreed contact time or attendance within currently permitted groups. Site is secured daily and senior staff are on duty outside to ensure security of site</i></p> <p><i>Social distancing of 2m is applied throughout the school <u>where possible</u> (specific school/task risk assessments should be amended as appropriate).</i></p> <p><i>Seating/desk arrangements have been identified in offices, i.e. workstations are socially distanced, &amp; space has been allocated around equipment, such as printers. No offices are to be shared offices.</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 and electronic sign-in devices are wiped down with disinfectant.</i></p> <p><i>Cleaning hands more often than usual and on arrival and before and after eating, sneezing, coughing - washing hands thoroughly for 20 seconds with soap and water and or use of alcohol hand rub or sanitiser.</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. This waste is double bagged and disposed of and the bin lids are disinfected.</i></p>	<p><i>The location of items (e.g. signage, hand sanitiser stations, lidded bins in classrooms and in other key locations) is reviewed and cited with regard to site specific circumstances to ensure ease of use.</i></p>
--	--	---	---

			<p><i>Cleaning frequently touched surfaces often using standard products, such as detergents and Selgiene Antiviral Cleaner</i></p> <p><i>Minimising contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables.</i></p> <p><i>PPE Provision is outlined in the Document “Mowbray Primary School COVID-19 Protective Measures” but is can be summarised as:</i></p> <ul style="list-style-type: none"> <li>• <i>Available for all staff members (Face Masks, gloves, goggles, face shields and aprons)</i></li> <li>• <i>To be worn when providing for medical and / or intimate care needs of pupils</i></li> <li>• <i>To be worn when dealing with a First Aid incident where 2m Social Distancing cannot be maintained</i></li> <li>• <i>When working with or Supervising contact with someone displaying signs of Coronavirus (COVID-19)</i></li> </ul> <p><i>PPE Stations are located in central areas around the school.</i></p> <p><i>Staff Training on use of PPE on return to work meetings. This will cover when to use and how to use and dispose of the PPE using PHE Guidance “Donning and Doffing PPE” as well as PHE video of use of PPE which will be emailed to all staff to watch. Staff will use PPE to practice before school reopens or before they return to work if they return after opening.</i></p>		
<i>Unable to achieve social distancing - All teaching/classroom</i>	<i>Contracting coronavirus - staff and pupils, passing onto</i>	<i>H</i>	<i>It has been accepted nationally that Early Years &amp; Primary age children cannot be expected to be 2 metres apart at all times. However the school has implemented the following to reduce risk:</i>	<i>L</i>	<i>Review Guidance &amp; Checklist: <u><a href="#">Opening Schools for more children and young people: initial planning framework for schools in England</a></u></i>

<p><i>activities; early years, primary and secondary</i></p>	<p><i>vulnerable persons</i></p>	<ul style="list-style-type: none"> <li>● <i>Pupils taught to adopt good hand and respiratory hygiene, to maintain suitable distancing and to report if they are unwell.</i></li> <li>● <i>Staff explicitly supervises health and hand hygiene arrangements for younger children and those with additional needs. Staff also specifically teach good hand hygiene to all children. Measures are in place to ensure more independent older pupils are following good hygiene practices. Children exiting the toilet areas will also use hand sanitiser as an additional measure to handwashing.</i></li> <li>● <i>Staff informally monitor for presence of symptoms.</i></li> <li>● <i>Regular cleaning initiated (see below).</i></li> <li>● <i>The school has cohorted groups so that staff and pupils only mix in 1 small consistent group and keep away from other people/groups. Contact with other groups is brief and transitory only.</i></li> <li>● <i>Desks in Year 1 upwards are all facing forwards with children sat side by side only.</i></li> <li>● <i>Stringent distancing measures added to wrap around care so children are in consistent groups and are in separate spaces / rooms</i></li> <li>● <i>All children provided with a zip lock bag for own equipment to be issued (e.g. pens, pencils etc)</i></li> <li>● <i>Where possible the same teaching staff works with the same groups.</i></li> <li>● <i>Timetabling has been reviewed to stagger school activities (PE, Outdoor Learning, assemblies, break times, lunch, pick up/drop off) to reduce movements and incidence of group mixing, including parents.</i></li> <li>● <i>Equipment use has been revised and measures to prevent simultaneous use and reduce consecutive use have been introduced.</i></li> <li>● <i>Where possible areas will be well ventilated, doors propped open (where safe to do so, taking into account fire safety and safeguarding) to limit use</i></li> </ul>	<p><i>Access rooms directly from outside where possible.</i></p> <p><i>No sharing of stationery etc.</i></p> <p><i>Note: Government guidance asks that primary schools do not plan on the basis of rotas at this stage.</i></p>
--	----------------------------------	---	---

			<p>of door handles.</p> <p><b>Additional Measures and procedures are available in the Document “Mowbray Primary School COVID-19 Protective Measures”. This document <u>MUST</u> be read in conjunction with this Risk Assessment.</b></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 <u>Outdoor Education - Schools &amp; Establishments during COVID-19 for Planning Safe Activities</u> is followed. Located within the Resources Section on the Evolve system under “Guidance”.</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 <u>Evolve</u> form is required for all Off site visits. Note <u>DfE</u> and <u>FCO</u> advice and <u>OEAP National Guidance</u>.</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>Break times are staggered (including lunch), so that children are not moving around the school at the same time.</p> <p>Multiple cohorted groups do not use play equipment simultaneously. It is only used by separate groups and appropriately cleaned 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 or only has one cohort use it.</p> <p>Soft furnishings, soft toys and toys that are hard to clean have been removed from classrooms and placed into storage in three unused areas of school that are not accessed. However, soft toys / furnishings that can</p>	L	

			<i>be cleaned easily have been reintroduced and will be cleaned daily.</i>		
<i>Use of communal areas - toilets, corridors, sports halls, dining hall, outdoor spaces, staff room, offices</i>	<i>Contracting coronavirus - staff pupils, visitors, parents/carers</i>	<i>H</i>	<p><i>Class changeover/break times are staggered to reduce the level of circulation throughout school. A One way system has been implemented around the classroom areas and access to toilets.</i></p> <p><i>Halls, dining areas and internal and external sports facilities are used at <b>half capacity</b> for lunch/sporting activities. These areas can be shared as long as different cohorted groups do not mix (and especially do not play sports or games together) and adequate cleaning between group uses takes place.</i></p> <p><i>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 or via video link.</i></p> <p><i>Lunch breaks are staggered. Children clean their hands before entering in their cohorted groups (younger children are assisted with this). Groups are kept apart and tables cleaned between each group. If such measures are not possible, children should be brought their lunch in their classrooms</i></p> <p><i>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</i></p> <p><i>Practical lessons can go ahead if equipment can be cleaned thoroughly and the classroom or other learning environment is occupied by the same children or young people in one day, or properly cleaned between cohort groups.</i></p>	<i>M</i>	<p><i>When reviewing areas/spaces consider:</i></p> <p><i>Widening routes where possible.</i></p> <p><i>Removing unnecessary obstacles.</i></p> <p><i>Signing and communications:</i></p> <ul style="list-style-type: none"> <li><i>- markings/signage at entrances</i></li> <li><i>- movement intersections.</i></li> <li><i>- encouraging people to wait and allow others to pass</i></li> </ul> <p><i>One-way movement.</i></p> <p><i>Separate entry and exit routes.</i></p> <p><i>Enlarge access and exits.</i></p> <p><i>Accommodate extended queuing:</i></p> <ul style="list-style-type: none"> <li><i>- Defined queue areas</i></li> <li><i>- “Do not join the queue” when capacity reached signs</i></li> </ul> <p><i>Closure of vehicle traffic routes to pedestrianise (permanently or temporarily).</i></p> <p><i>Deliveries.</i></p> <p><i>People with additional needs.</i></p> <p><i>Use of stewards.</i></p>

			<p><i>PE activities are carried out in line with the latest <u>guidance from AfPE</u> and activity risk assessments reviewed.</i></p> <p><i>Staff breaks are staggered to avoid congestion. The staff room has had furniture removed and has reduced seating which is socially distanced. The staff room is cleaned three times per day.</i></p>		
<p><i>Parents/carers picking up/collecting pupils from school</i></p>	<p><i>Contracting coronavirus - staff, pupils, public</i></p>	<p><i>H</i></p>	<p><i>Routes, layouts and congregation points have been reviewed and measures introduced to aid circulation so social distancing may be maintained. Queuing system and greeting process clearly communicated to parents, new signage has been purchased and installed to direct queuing and senior staff supervise. Facilities available for immediate hand wash or sanitisation on arrival.</i></p> <p><i>Drop off/collection times are staggered.</i></p> <p><b><i>Specific guidance and details on this are available in “Mowbray Primary School COVID-19 Protective Measures” which MUST be read alongside this Risk Assessment</i></b></p> <p><i>Staff briefed on the arrangements to be applied. Staff have received and must read “Mowbray Primary School COVID-19 Protective Measures”.</i></p> <p><i>Children, young people, parents/carers are advised:</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>• Only to attend one at a time</i></li> <li><i>• Of the designated pick up and drop off protocols (time, location, process) to minimise contact.</i></li> <li><i>• Not to gather at entrances, gates or doors unless have pre-arranged appointments.</i></li> </ul>	<p><i>L</i></p>	<p><i>Review Guidance &amp; Checklist: <u>Opening Schools for more children and young people: initial planning framework for schools in England</u></i></p> <p><i><u>Planning guide for primary schools</u></i></p> <p><i><u>Guidance for secondary school provision form 15 June 2020</u></i></p>

			<p><i>School digital communications channels used to engage and advise parents on protective steps being taken and associated requirements. Parents have all received electronic copies of “Mowbray Primary School COVID-19 Protective Measures” as well as a summary sheet of key points and a FAQ sheet which again summarises key points.</i></p>		
<p><i>Use of School Transport (external provision only)</i></p>	<p><i>Contracting coronavirus - staff, pupils, transport provider</i></p>	<p><i>H</i></p>	<p><i>No Pupils currently use school transport</i></p> <p><i>Steps taken to ensure anyone who becomes symptomatic does not use School Transport.</i></p> <p><i>The school encourages pupils to walk or cycle to school where possible. Arrival and departure times are staggered to minimise and reduce intensity of use of public transport.</i></p> <p><i>Providers have taken steps to adapt vehicle use to facilitate social distancing in accordance with NCC School Transport Risk Assessment for Coronavirus.</i></p> <p><i>Liaise with transport providers to achieve suitable pick up and drop off times to reduce congregation of individuals as necessary.</i></p> <p><i>Where staff are required to assist with accessing transport and fitting of seat belts/restraints only those within the child's cohorted group will provide such support.</i></p>	<p><i>M</i></p>	<p><i>Note: 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 social distancing is in place and that it is strictly adhered to on that transport.</i></p>
<p><i>Staff travelling to and from work.</i></p>	<p><i>Contracting coronavirus, spread of virus</i></p>	<p><i>H</i></p>	<p><i>Only use public transport if you have to; use alternative methods of transport where possible - car, bicycle, walking - maintaining social distancing where possible.</i></p> <p><i>When travelling by public transport:</i></p>	<p><i>M</i></p>	<p><i>Review Guidance:</i></p> <p><i><u><a href="#">How to wear and make a cloth face covering</a></u></i></p>

			<ul style="list-style-type: none"> <li>• <i>Wear a face covering when using public transport (not for use whilst in school) - surgical masks not required. Face Masks and gloves will be provided by school.</i></li> <li>• <i>avoid rush hours and busy times if you can</i></li> <li>• <i>cover your cough or sneeze with a tissue, then throw the tissue in the bin</i></li> <li>• <i>follow advice on social distancing</i></li> <li>• <i>wash your hands often with soap and water for at least 20 seconds</i></li> <li>• <i>if soap and water are not available, use an alcohol-based hand sanitiser</i></li> </ul>		<p><u><a href="#">Coronavirus (COVID-19): UK transport and travel advice</a></u></p>
<p><i>Children who are non-compliant / displaying challenging behaviour</i></p>	<p><i>Contracting coronavirus - staff, pupils,</i></p>	<p><i>M</i></p>	<p><i>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.</i></p> <p><i>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.</i></p> <p><i>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.</i></p> <p><i>All schools have access to NCC SEN Support Services to accommodate and support learners with SEND who are attending. Provision includes support in reviewing and determining reasonable adjustments within plans for EHCP learners.</i></p>	<p><i>L</i></p>	<p><i>Review Guidance:</i></p> <p><u><a href="#">Planning guide for primary schools</a></u></p> <p><u><a href="#">Guidance for secondary school provision from 15 June 2020</a></u></p> <p><i>For further information visit: <u><a href="#">NCC Local SEND Offering 0-25 yrs.</a></u></i></p> <p><i>All risk assessments, behaviour crisis plans and EHCPs are 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. Reviews relate to specific support staff and take steps to avoid conflict and situations known to increase anxiety and defensive behaviours.</i></p>

					<i>Advice given on the use of restrictive physical interventions by front line staff (available from Inclusive Education Services).</i>
<i>Personal care activities</i>	<i>Contracting coronavirus or passing onto vulnerable or shielded children</i>	<i>H</i>	<p><i>Social distancing is implemented where possible.</i></p> <p><i>In addition to standard infection prevention and control measures, staff undertaking personal care within 2m of a child also apply the general principles contained in table 4 of the <u>COVID-19: infection prevention and control (IPC)</u>. Children who normally receive support from the special school nurse or children's community nurse will require an individual risk assessment to determine if they are able to attend school. This assessment should include input from the parents/carers and healthcare professionals. Reference to any care tasks and specific PPE requirements for these tasks should be recorded and implemented.</i></p> <p><i>Any queries are directed to the school nurse.</i></p> <p><i>Staff know how to safely put on and take off PPE. PHE guidance on <u>Putting on PPE</u>; and <u>Taking off PPE</u> is followed by all staff undertaking personal care.</i></p>	<i>L</i>	<i>PPE requests/shortages in PPE are raised with the Schools Organisation and Resources Team.</i>
<i>Use of hand sanitiser</i>	<p><i>Ingestion of hand sanitiser.</i></p> <p><i>Alcohol vapours ignited resulting in burns to hands</i></p>	<i>M</i>	<p><i>Always wash hands with soap and hot/warm water wherever possible.</i></p> <p><i>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. A safety data sheet and COSHH risk assessment are in place for its use.</i></p>	<i>L</i>	

			<p><i>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.</i></p> <p><i>Moisturiser / hand lotion is available in case of skin drying out through increased washing. Hand sanitiser with built in moisturiser has been purchased.</i></p>		
<p><i>Insufficient cleaning/exposure to virus on objects/surfaces</i></p>	<p><i>Contracting coronavirus</i></p>	<p><i>H</i></p>	<p><i>Increased cleaning to take place using standard cleaning products. 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, bannisters, play equipment etc. Poster on cleaning regimes produced by PHE is displayed for the benefit of staff and children.</i></p> <p><i>Cleaning staff are briefed on amended cleaning regimes and have been given directions in writing.</i></p> <p><i>Cleaning Staff hours have been increased in negotiation with cleaning staff so that a cleaner / caretaker is present throughout the day to ensure cleaning is undertaken consistently.</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 cleaned daily. Where classrooms are shared (practical lessons), 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</i></p>	<p><i>L</i></p>	<p><i>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.</i></p> <p><i>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.</i></p> <p><i>PPE requests/shortages in PPE are raised with the Schools Organisation and Resources Team.</i></p> <p><i>The safety data sheet and COSHH risk assessment must be in place prior to use and shared with staff. See sample <u>COSHH risk</u></i></p>

			<p>ventilation, these are in line with fire safety and safeguarding requirements.</p> <p>Where there is a suspected or confirmed case of COVID-19 within the school, PHE guidance on <u>'cleaning and waste'</u> in these circumstances is followed (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. <u>NCC PPE Risk Assessment</u></p> <p>Staff know how to put on and take off PPE correctly: PHE - <u>Putting on PPE</u>; PHE - <u>Taking off PPE</u></p> <p>See also sections on Pupils and staff displaying symptoms of coronavirus whilst at school.</p>		<u>assessment</u>
Staff displaying symptoms of coronavirus whilst at school	Others contracting virus.	H	<p>Head Teacher / School Lead is notified immediately and the staff member is sent home. PHE guidance on self isolation is followed - <u>Stay at Home</u> (advised to self-isolate for 7 days - household members should self-isolate for 14 days from when the date the staff member became symptomatic). If they are seriously ill contact 999.</p> <p>Cleaning the affected area with disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people.</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 local risk assessment. Fellow household members can end their self-isolation. <u>PHE staff return to work criteria</u> must be applied. Advice can be taken from the local Health Protection Team (HPT) regarding any further</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 <u>national test and trace programme</u> which is now operational and will involve direct discussion with those in close contact with a person who tests positive for Covid19. A positive test will result in the school being contacted by the local Health Protection Team (HPT) who will offer further advice and support, however, staff should inform the school as</p>

			<p>requirements for the broader educational setting. The HPT can be contacted via Public Health England on 0300 303 8596 (select option to be transferred to the HPT)</p> <p>Where the staff member tests positive, 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. Confirmed cases of Covid-19 should be recorded via ANVIL, as they may be RIDDOR reportable. You should seek further advice via NCC's Corporate Health and Safety team.</p> <p>Full cooperation with the NHS Test and Trace service</p> <p><u>PHE guidance</u> on action to be taken in these circumstances is adhered, along with the PHE guidance on <u>'cleaning and waste'</u>.</p>		<p>soon as they receive their test result (positive or negative). The HPT can be contacted via Public Health England on 0300 303 8596 (select option to be transferred to the HPT)</p> <p>(see <u>briefing</u> document for further information on how the test and trace system will operate)</p>
Pupils displaying symptoms of coronavirus whilst at school	Others contracting virus.	H	<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 - <u>Stay at Home</u> (advised to self-isolate for 7 days - household members should self-isolate for 14 days from when the child became symptomatic). If they are seriously ill contact 999.</p> <p>If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area</p>	M	<p>Ensure 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>Parent/carer is requested to urgently arrange a test for their child via the <u>national test and trace programme</u> which is now operational and will involve direct discussion with those in close contact with a person who</p>

		<p><i>which is at least 2 metres away from other people.</i></p> <p><i>PPE should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained</i></p> <p><i>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 or the pupil subsequently tests positive. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell.</i></p> <p><i>Cleaning the affected area with disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people.</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, the rest of their class should 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.</i></p> <p><i><u>PHE guidance</u> on action to be taken in these circumstances is adhered, along with the PHE guidance on <u>'cleaning and waste'</u>.</i></p> <p><i>Full co-operation with NHS Test and Trace service.</i></p>	<p><i>tests positive for Covid19. A positive test will result in the school being contacted by the local Health Protection Team (HPT) who will offer further advice and support, however, parents/carers should be asked to notify the school as soon as they receive the test result (positive or negative). The HPT can be contacted via Public Health England on 0300 303 8596 (select option to be transferred to the HPT)</i></p> <p><i>(see <u>briefing</u> document for further information on how the test and trace system will operate)</i></p>
--	--	---	---

<p><i>Inadequate first aid provision</i></p>	<p><i>Serious injury or death</i></p> <p><i>First aider contracting coronavirus or spreading virus to others.</i></p>	<p><i>H</i></p>	<p><i>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.</i></p> <p><i>This will include a review of any higher risk activities which may be planned. Such activities may need to be suspended if an appropriate level of cover cannot be maintained.</i></p> <p><i>Fewer staff, pupils and visitors attending school means it is/may be safe to operate with reduced first aid cover.</i></p> <p><i>First aiders providing routine first aid treatments within 2m of a person should wear a <b>fluid resistant face mask</b> and, if appropriate and available, <b>disposable plastic apron and disposable eye protection</b> which should be kept in or next to first aid kits. (see <a href="#">FAQ document</a> on dealing with minor accidents)</i></p> <p><b>CPR</b></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.</i></p> <p><i>As chest compressions could produce aerosol spray, appropriate PPE should be worn i.e. fluid resistant surgical mask, gloves and eye protection (goggles or visor). If PPE is not available, use a towel or cloth such as the sling from the first aid kit to cover the person's nose and mouth while performing chest compressions</i></p> <p><i>A first aider should conduct a dynamic risk assessment of the situation they are faced with and apply</i></p>	<p><i>L</i></p> <p><i>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 a 3-month extension. 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></i></p> <p><i>Schools with early years and nursery facilities should apply the 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>
--	---	-----------------	---	--

			<p><i>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>Lack of communication with staff/parents/others</i></p>	<p><i>Confusion/mis-information resulting in breakdown of arrangements.</i></p>	<p><i>H</i></p>	<p><i>Staff have been involved in the planning process for the full opening in September, 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.</i></p> <p><i>Staff, Governors and other stakeholders have had a series of drafts and amended drafts for consultation of of both this Risk Assessment and “Mowbray Primary School COVID-19 Protective Measures”</i></p> <p><i>Regular information sharing and communication with staff. Use of IT software for virtual meetings, e.g. Google Hangouts.</i></p> <p><i>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. Information has been sent to parents before opening for consultation via Teachers to Parents Email. Frequent communication electronically has been followed up with links posted to Social Media pages to ensure all parents / carers have received the information.</i></p> <p><i>The arrangements in place for children are shared with them in an age appropriate way. A daily list of</i></p>	<p><i>L</i></p>	

			<i>reminders and key points is in each class for the children to be taught and reminded of.</i>		
<i>Increased staff home working &amp; use of Display Screen Equipment (DSE)</i>	<i>Musculoskeletal problems arising from incorrect postures</i>	<i>M</i>	<i>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.  <i>NCC <a href="#">DSE policy</a> is available to staff.</i></i>	<i>L</i>	
<i>Uncertainty due to the unprecedented nature of the pandemic  Maintaining staff wellbeing and mental health</i>	<i>Stress and anxiety arising through uncertainty, lack of control and reduced contact</i>	<i>M</i>	<i>Regular information sharing and communication. Use of IT software for virtual meetings, e.g. Google Hangouts.  Shared distribution of workload, e.g. rota for staff in school and those homeworking.  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.</i>	<i>L</i>	<i>Stress risk assessment reviewed.</i>