

Risk Assessment Form (RA1)

Department:	Service:	School: <i>Ovingham First School</i>
<p>Activity: <i>Schools fully opening from September 2020 during COVID19 pandemic</i> Version 4.3 Updated 17 November 2020 (amendments from 5th November guidance in red text) Version 4.2: Updated 02 November 2020 (See orange coloured text for updates; also recorded in Document History)</p> <p>To be read in conjunction with NCC Health and Safety Bulletin and Guidance for full opening: schools</p>	<p><i>This risk assessment replaces previous versions which have been retained by the Trust.</i></p> <p>Please date when this is reviewed with staff:</p> <p>23/11/20 - No changes 1/12/20 -Specific OFS info for windows added Discussed at whole staff mtg 4th Jan and reviewed again 12th Jan</p>	
<p>People at Risk: <i>Staff, pupils, visitors, volunteers, parents, contractors</i></p> <p><i>This risk assessment <u>must</u> be amended to record the specific arrangements in place within your school. Academies are welcome to use this risk assessment, however, references to certain arrangements/procedures may differ. The school specific risk assessment should be kept under review. Schools should retain copies of all previous versions of their risk assessment</i></p>	<p>Additional Information: guidance on completion: risk assessment form <i>Existing service/task specific risk assessments and guidance provided by the government/Public Health England and internally at NCC.</i></p> <p>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 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 (current as of 30 June - further revision likely September 2020)</p>	

Name of Person Completing Form: 1/12/20	A Hudson	Job Title: Headteacher	Date:	Review Date: 13/11/20 23/11/20 - No changes 1/12/20 -Specific OFS info for windows added
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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)
<i>Prevalence of mutant Covid19 strain (VOC-202012/01) in the community</i>	<i>Higher risk of transmission.</i>	<i>H</i>	<p><i>The school remains open for vulnerable children and the children of critical workers only. All other children are being taught by means of full-time remote education thus reducing numbers attending school and the potential for contact mixing. This is part of a national lockdown which came into force on 5 January 2021 and will be in place until at least February half term.</i></p> <p><i>Considering the above, the Covid control measures in place at the school have been reviewed and the school risk assessment updated and will be robustly followed and enforced. This includes reviewing:</i></p> <ul style="list-style-type: none"> <i>• bubble groups including staffing, supervision and support</i> <i>• classroom layout (with reduced numbers) to achieve better social distancing (where possible)</i> <i>• Cleaning regimes [consider enhanced frequency]</i> 	<i>M</i>	<p><i>Clinically Extremely Vulnerable (CEV) staff are working from home (see existing section on p4 of this document) in line with national guidance. CEV pupils are being educated from home.</i></p> <p><i>The individualised Risk Assessments previously put in place for those staff who are ‘clinically vulnerable’ (CV), pregnant or from a BAME background as well as those living in a household with someone who is clinically extremely vulnerable (CEV) are reviewed and adjustments made to reduce the risk of transmission as appropriate.</i></p> <p><i>Individual Healthcare Plans for all pupils are reviewed where</i></p>

			<ul style="list-style-type: none"> ●—hand hygiene arrangements ●—What activities can take place <p>The amended risk assessment is shared with staff and will continue to be reviewed and updated. Staff have an opportunity to feed into this review.</p>		<p>appropriate [see also model risk assessment for CV/CEV pupils]</p> <p>Essential maintenance/testing as detailed in row below) continues to be undertaken.</p>
School re-opening following partial or full closure and lack of statutory testing/maintenance	Equipment / system failure leading to enhanced physical or biological risks to people	M	<p>The school has been open and operating prior to the Autumn term. 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.</p> <p>Head/Caretaker has ensured all necessary checks/paperwork/maintenance is up to date prior to school opening. Consideration 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.</p> <p>Fire evacuation procedures have been reviewed and a fire drill has been completed on 3rd September 2020.</p>	L	<p>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).</p> <p>All checks have been completed throughout lockdown Checklist</p> <p>Provision is in place to make adjustments and revisit fire drills.</p> <p>Fire risk assessment has been reviewed and the 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.</p> <p>Due to the layout of the school, it is possible to evacuate the school and</p>

					wait safely without crossing bubbles or causing any further risks.
<p>Inadequate ventilation.</p> <p>Unable to achieve a comfortable (or legal minimum) temperature within the building.</p>	<p>Increase in risk of transmission of Covid19.</p> <p>Occupants become cold - poor concentration levels impact on learning.</p>	H	<p>As each school is different in terms of size, layout and type of ventilation systems, they are to record their own arrangements for ventilating specific areas/spaces here. Where these are more complex, you may wish to record these arrangements in a separate risk assessment and share this with staff. Due regard is to be given to the information on how best to maintain ventilation in the <u>H&S FAQ document</u>, <u>CIBSE - Ventilation Guidance</u> and the latest <u>government guidance for schools</u>.</p> <p>General principles when using natural ventilation include opening windows. In cooler weather windows should be opened just enough to provide constant background ventilation, and opened more fully when unoccupied to purge the air in the space (e.g. between classes, during break and lunch). Rooms should, where possible, be fully ventilated for at least 15 minutes prior to and following use.</p> <p>Opening internal doors can also assist with creating a throughput of air. If necessary external opening doors may also be used (as long as they are not fire doors and where safe to do so)</p> <p>Opening high level windows in preference to low level to reduce draughts</p> <p>Rearranging furniture where possible to avoid direct drafts.</p> <p>[For mechanical ventilation and extraction system please refer to documentation above].</p>	L	<p>Occupied rooms with no ventilation - their use should be avoided.</p> <p>Consider installation of window fans to provide natural ventilation.</p> <p>Ceiling fans/portable fans can be used to aid air flow where there are stagnant air pockets in rooms.</p> <p>Providing flexibility to the school uniform policy to allow additional, suitable indoor clothing to be worn.</p> <p>[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. <u>See FAQ for further details</u> or contact Property Services or your heating maintenance company for further advice.]</p>

			<p><i>Each class teacher is responsible for opening windows and ensuring pupils/staff are warm enough. We have taken specific advice and understand that some open windows ie 2 or 3 is sufficient in each class. Teachers generally open more up to 50%. Classes so far remain warm, heaters blow air away from adults towards the windows. We have an issue with the structure which means around 50% of class windows won't open. This remains sufficient for ventilation around school.</i></p>		
<p><i>Inadequate safety management documentation (policies, risk assessments etc)</i></p>	<p><i>Increased risk of contracting Coronavirus through lack of planning.</i></p>	<p><i>M</i></p>	<p><i>The arrangements in the Covid19 risk assessment are monitored:</i></p> <p><i>The arrangements in the Covid19 risk assessment are monitored:</i></p> <p><i>Weekly by the Headteacher and senior team of the school. The date of review is recorded on the RA.</i></p> <p><i>SLT of TCLT MAT review procedures weekly.</i></p> <p><i>Board of TCLT MAT reviews risk assessments monthly.</i></p> <p><i>Relevant policies, procedures and other risk assessments have been reviewed and updated where necessary and shared with staff. Arrangements are monitored and kept under review, with staff given the opportunity to comment and feedback on arrangements.</i></p> <p><i>New procedures have been documented for:</i></p> <ul style="list-style-type: none"> <i>• Individuals becoming Covid symptomatic on site or the school becoming aware of someone</i> 	<p><i>L</i></p>	<p><i>Advice will be provided directly from the local Health Protection Team. The County Council Outbreak Plan is also available on the County Council webpage.</i></p>

			<p>symptomatic who has recently attended the school.</p> <ul style="list-style-type: none"> • Responding to localised lock down and subsequent school closure e.g. arrangements for remote learning/working. • Responding to an outbreak of Coronavirus - see section below. 		
<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>Staff</p> <p>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. This includes those living in a household with someone who is clinically extremely vulnerable.</p> <p><i>Pregnant staff are instructed to take particular care to practise frequent, thorough hand washing, and cleaning of frequently touched areas. As part of their risk assessment, it should be considered whether adapting duties and/or facilitating home working may be appropriate to mitigate risks.</i></p> <p>Staff who are ‘clinically extremely vulnerable’ are working at home when advised to do so by the Government/NHS during periods when national restrictions are in place [see note in Document History in relation to NCC employed staff] . Under local restriction tier 3 (very high alert), discussions have taken place between CEV staff and their Managers to look at flexibilities that support staff, such as staggered start times to reduce travel during rush hour. Outside of this time, their job role and activities have been reviewed to ensure they can work remotely or are able to socially distance from others. An individual risk assessment is in place for each staff member</p>	M	<p>See: COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable</p> <p>See generic school risk assessments for clinically/clinically extremely vulnerable staff</p> <p>Pregnant workers model risk assessment (to be completed in conjunction with the above assessment for vulnerable staff). <i>[Schools should be aware that pregnant women from 28 weeks’ gestation, or with underlying health conditions at any gestation, may be at greater risk of severe illness from coronavirus (COVID-19).]</i></p> <p>BAME risk assessment</p> <p>Head teachers/Senior managers are to ask staff to update them immediately if their situation changes.</p>

		<p>recording the details of their medical condition and what reasonable adjustments have been made to their job role <u>prior</u> to the staff member returning to school. Advice is sought from the school's own HR/Occupational Health provider where necessary and always for staff who have previously been shielding.</p> <p>Staffing levels are reviewed to ensure adequate levels are in place at all times. A list of all staff absence related to covid is kept centrally for monitoring purposes.</p> <p>Children</p> <p><u>Children in clinically vulnerable and clinically extremely vulnerable health categories (as defined by PHE guidance)</u></p> <p>Most children <u>originally</u> identified as 'clinically extremely vulnerable' (CEV) no longer need to follow shielding advice as more evidence has emerged that shows there is a very low risk of children becoming very unwell from COVID-19, even for children with existing health conditions. Those children whose doctors have confirmed they are still CEV are not attending school when advised to do so by the Government during periods of national restrictions. Appropriate arrangements should be made so that education can continue at home.</p> <p>Outside of these times, 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</p>	<p>We do not have any CEV staff but we do have staff that could be consider vulnerable with asthma and over 70. Each has a risk assessment. The over 70 staff are not in school and will not return until the 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 where required. Assessments are in writing and existing assessments may be updated. Staff to be consulted/trained on any resultant measures to be introduced.</p> <p>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.</p>
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		<ul style="list-style-type: none"> • <i>staff maintaining distance from pupils and other staff as much as possible</i> <p><i>Staff communicate to children regarding social distancing / personal hygiene etc. Government guidance on <u>Guidance for full opening: schools</u> is followed. Key issues include:</i></p> <p><i>Anyone displaying any symptoms of coronavirus are not permitted on the premises.</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, & space has been allocated around equipment, such as printers.</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>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>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</i></p>	<p><i>involved in H&S or have a safeguarding role</i></p>
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other waste. This waste is double bagged and disposed of.

We have agreed to wear face coverings in communal areas, the exception is working in class or with children unless the risk cannot be mitigated due to ventilation, reduced time scales or specific needs. Visitors are wearing face coverings and we are avoiding having visitors in communal spaces wherever possible.

13/11/20 - We have revised the advice to parents/carers on site, we have encouraged face masks and wider separation on the yard as they were getting bunched. This has helped. We are constructing a new access to support one way system and avoid risk of collision with cars or slipping in the car park.

Arrangements have been put in place for safe disposal/storage of face coverings if worn - 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.

Cleaning frequently touched surfaces often using standard products, such as detergents and bleach (if appropriate)

Minimising contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables.

- Hard surfaces and key touch point areas, such as doors, door furniture, light switches and handrails are disinfected rather than simply cleaned on a frequent basis by the cleaning team.

			-Communal fridge doors, kettles, toasters and microwave doors etc and water cooler handles are included in the daily routine cleaning carried out by identified staff.		
All teaching/classroom activities; early years, primary and secondary (see also section on 'Shared Learning Spaces/practical teaching below)	Contracting coronavirus - staff and pupils, passing onto vulnerable persons	H	<p>Cohort (bubble) Groups (see also H&S briefing for Heads)</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>-Pupils have been organised into bubbles that will isolate from other bubbles in the school. These are in year groups which are one full class.</p> <p>We normally have three bubbles, Rec & Y1, Y2 & Y3 and Y4. These are maintained through lunchtime and at break time, although pupils play outside at the same time, they do not cross bubbles at any point.</p> <p>For this lockdown bubbles = a class and we have two dedicated staff per bubble. Three more staff work between classes, not working within each bubble except in an emergency ie first aid and for a brief time. Classes/bubbles are kept separate throughout the day, only sharing the hall at lunchtime when they are at least 3 metres apart in a well ventilated room for as short a time as possible. A member of staff managers this and kitchen staff remain within the kitchen until pupils have left.</p>	L	<p>Planning guide for early years and childcare settings</p> <p>Protective measures for holiday and after-school clubs, and other out-of-school settings during the coronavirus (COVID-19) outbreak</p> <p>Access rooms directly from outside where possible.</p> <p>No sharing of stationery etc.</p> <p>Note: Government guidance states that schools should not put rotas in place.</p>

			<p>Social Distancing</p> <p><i>It is accepted that social distancing cannot always be achieved (especially for younger children). However, it should be applied wherever possible. 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>General arrangements</p> <ul style="list-style-type: none"> ● <i>Pupils taught to adopt good hand and respiratory hygiene, to maintain suitable distancing (where possible) and to report if they are unwell.</i> ● ● <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> ● <i>Staff informally monitor for presence of symptoms.</i> ● <i>Regular cleaning initiated</i> <ul style="list-style-type: none"> ● <i>Cleaners will access PPE as required in line with guidance</i> ● <i>Foggers will be used to disinfect areas</i> ● <i>increased daily cleaning of all toilets/ high touch areas</i> ● <i>books can be marked but teachers must wash their hands before they touch books and after they are finished.</i> 		
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			<ul style="list-style-type: none"> ● <i>Where possible the same teaching staff work with the same groups</i> ● <i>Where possible, the same groups are taught in the same classrooms</i> ● <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. The exception to this is in EYs classrooms where pupils are not expected to remain at tables all day.</i> ● <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> ● <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> <ul style="list-style-type: none"> ● <i>Classroom areas in use have items that are nonessential removed to allow a larger floor space to help promote social distancing, although more shared resources are now available in classrooms.</i> ● <i>-Soft furnishings and items that are difficult to disinfect/ clean are removed from classrooms</i> ● <i>-Where practical more teaching activities to be carried out in the outdoor areas of the school.</i> ● <i>- Lidded waste bins located in classroom/hall areas</i> ● <i>-Cleaning products readily available in the immediate area of the classroom/toilet areas for spot cleaning.</i> 	<p>21/9 There is an issue with some of the heating which are blow heaters. We have taken advice from NCC and the heaters can be used if the room is ventilated, which is most windows open ajar. Once the heaters are cleaned and a screen added, reduced ventilation is acceptable. We have taken additional precautions and in some cases redesigned classrooms to ensure air is blowing away from adults and children are nearer the ventilation.</p> <p>Caretaker cleaning heaters arounds school on 27th Sept following advice from Acrol, commissioned by NCC. Advised a minimum of two windows should be opened but no more are necessary, staff choice re ventilation and classroom temperature. Staff judgment required between additional ventilation and maintaining a working and acceptable temperature in class. New screens for heaters are being commissioned but current screens are adequate. Advice given to caretaker by Acrol rep and noted in email to HT.</p> <p>Advice clearly states that blow heaters</p>
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		<p><i>Sport and physical education</i></p> <ul style="list-style-type: none"> • <i>Only activities whose national governing bodies have developed guidance that has been approved by the government are undertaken.</i> • <i>Inter-school activities are suspended.</i> • <i>Equipment thoroughly cleaned between each use by different individual groups.</i> • <i>Activity venues reviewed and outdoor sports are prioritised where possible, and large indoor spaces used where it is not.</i> • <i>Ventilation is maximised in accordance with the arrangements stated above.</i> • <i>Work with external coaches, clubs and organisations for curricular activities are subject to specific risk assessment to confirm that arrangements are safe and appropriate.</i> • <i>Extra-curricular activities (i.e. before and after school clubs) are reviewed and only proceed where; a) it is necessary to support parents with work related activity, training/education or for the purpose of provision of respite care, and b) risk assessment confirms that arrangements are safe and appropriate.</i> <p><i>12/1/21 - PE lessons are currently suspended and we will review re starting in the coming weeks. Each class would access PE, preferably outdoors, in their class/bubble. We are not running after school clubs.</i></p> <ul style="list-style-type: none"> • <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 of door handles.</i> • <i>Nursery/Reception indoor/outdoor areas set out each day to provide adequate space for staff and pupils.</i> 	<p>can be used, with a minimum of two windows open. Advice based on National guidelines and NCC H&S team (P Judd).</p>
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			<ul style="list-style-type: none"> • <i>Timetable reviewed to reduce the need for pupils to move about the building.</i> 		
<p><i>Use of shared learning spaces by different cohort (bubble) groups and teaching of practical activities</i></p>	<p><i>Contracting coronavirus - staff, pupils, public</i></p>	<p><i>H</i></p>	<p><i>In addition to the arrangements above, the following measures are in place for use of shared learning spaces/teaching of practical subjects:</i></p> <ul style="list-style-type: none"> • <i>Activities undertaken are reviewed to allow teaching to take place in usual/assigned class space wherever possible.</i> <p><i>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</i></p> <p><i>All shared spaces have additional cleaning materials and are cleaned down prior to and after use. At the moment it is possible to work outside for PE lessons but if using the hall equipment is cleaned or kept in bubbles and general furniture ie benches are used sparingly. Toilets are cleaned extra each day and staff clean down areas after use.</i></p> <p><i>-Staff to wear shields in classrooms and masks in communal areas.</i></p> <p><i>12/1/21 - The only shared space being used is the hall at lunchtime. Tables are kept separate, tables are thoroughly cleaned, they are spaced out and are used as a minimum. All toilets are still being cleaned before lunch, even with reduced numbers and shared access spaces such as cloakrooms have handles wiped down. The school layout allows classes to be independent and self contained.</i></p>	<p><i>L</i></p>	<p><i>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>.</i></p> <p><i>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.</i></p> <p><i>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.</i></p>

<p><i>Use of communal areas - toilets, corridors, sports halls, dining hall, outdoor spaces,</i></p>	<p><i>Contracting coronavirus - staff pupils, visitors, parents/carers</i></p>	<p><i>H</i></p>	<p><i>We have three bubbles, Rec & Y1, Y2 & Y3 and Y4. These are maintained through lunchtime and at break time, although pupils play outside at the same time, they do not cross bubbles at any point. We have two playgrounds and a large field, even when shared bubbles are strictly maintained.</i></p> <p><i>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 games together) and adequate cleaning between group use 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.</i></p> <p><i>Lunch breaks are staggered (12/1/21 still happening). Children clean their hands before entering in their cohorted groups (younger children are assisted with this). Different cohort groups are kept apart and tables cleaned between each cohort group. If such measures are not possible, children should be brought their lunch in their classrooms.</i></p> <p><i>Pupils will wash their hands before eating.</i></p> <p><i>Bubbles will eat together and the dining room will be sectioned to keep bubbles apart.</i></p>	<p><i>M</i></p>	<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"> <i>- markings/signage at entrances</i> <i>- movement intersections.</i> <i>- encouraging people to wait and allow others to pass</i> <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"> <i>- Defined queue areas</i> <i>- “Do not join the queue” when capacity reached signs</i> <p><i>Deliveries.</i></p> <p><i>People with additional needs.</i></p> <p><i>Use of stewards.</i></p>

			<p><i>All tables will be wiped down in between bubbles using the dining hall.</i></p> <p><i>We will eat in three bubbles, Rec/Y1, Y2/3 & Y4. Chn will not normally face each other, movement will be limited to entering and exiting, dinners will be provided in one go. Cakes, biscuits will be allocated to a table which are covered till required.</i></p> <p><i>Timetable devised to limit time in hall. Chn will be encouraged to avoid wasting time in the hall.</i></p> <p><i>Children who are outside will be allocated a specific area to play in.</i></p> <p><i>Staff will eat lunch according to a rota and staff will clean up the staff room after use each day.</i></p> <p><i>Table seating plans for those in the same class/cohort group are arranged so children are seated as far apart as possible or where this isn't possible are seated side by side. Where pupils face each other at lunchtime, they are within the same bubble.</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>21/9 We have a system that works at lunch where children remain in their bubbles and are front facing. In some cases there may be a limited 1 to 2 min crossover of chn at one side of the hall finishing their lunch and at the other side some dinners coming in. The gap is several metres, lunches are slightly faster which means staff can have a longer break.</p>
Staff use of communal areas/working with different groups.	Contracting coronavirus - staff pupils, visitors, parents/carers	H	Staff breaks are staggered to avoid congestion in staff rooms. Shared crockery/cutlery has been removed and staff use their own equipment. (12/1/21 - Still the same)	L	Review and apply the guidance for working safely in offices if applicable (e.g receptions and shared offices)

<p><i>Use of supply teachers and temporary workers</i></p>		<p><i>Staffrooms to ensure social distancing - furniture set out with 2 metre distance and rota for staff breaks and lunchtime staggered for less people in one area at one time.</i></p> <p><i>Only 3 staff to use the staffroom at one time.</i></p> <p><i>Where staff have to meet with each other this must be done in a socially distant way and consideration given to the feasibility of meeting online as an alternative to meeting face to face. Meeting lengths should be minimised.</i></p> <p><i>Measures are applied within shared offices and staff room(s) to implement social distancing. We have a limit of 3 on the staffroom, the hall is used for larger staff meetings but we are using online meetings for daily briefings and 100% of staff meetings. Offices are limited to one person and private meetings between two staff are in the staffroom where the space is larger and windows are opened. Additional 2m signs and distancing is around the school. (12/1/21 Staff are only using the staff room occasionally, usually alone as staff are sticking to their classrooms).</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.</i></p> <p><i>Staff maintain 2m distance from pupils where possible</i></p>	<p><u>Offices and contact centres - Working safely during coronavirus (COVID-19) - Guidance</u></p> <p>27/9 - Reminder to staff re maintaining additional cleaning to avoid complacency. Reminder that unnecessary equipment and resources should be stored off surfaces to allow for easy cleaning and to avoid cross contamination.</p> <p>Staff who move between classes have allocated equipment which they use. They are responsible for wiping their own workspace when they enter and leave their area. Staff would take all their own equipment with them.</p>
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			<p><i>(especially between adults and with older children). Face to face contact within 1m of anyone is minimised.</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.</i></p> <p><i>Meetings are conducted online wherever possible.</i></p> <p><i>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.</i></p> <p><i>Review and implementation of longer term staff contracts/arrangements across a broader time period to minimise numbers of contacts.</i></p>		
Outdoor education on-site and off-site visits	Contracting coronavirus - staff, pupils, public	H	<p><i>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.</i></p> <p><i>The NCC Guidance for Outdoor Education - Schools & Establishments during COVID-19 for Planning Safe Activities is followed. Located within the Resources Section on the Evolve system under "Guidance".</i></p> <p><i>Educational Visit Coordinator & Heads receive policy guidance updates and actively check for updates on the Evolve system.</i></p>	L	<p><i>No TCLT school are undertaking any offsite visits.</i></p> <p><i>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.</i></p> <p><i>Off site activities: Submission of an Evolve form is required for all Off site visits. Note DfE and FCO advice and QEAP National Guidance.</i></p>

<i>Play activities</i>	<i>Contracting coronavirus - staff and pupils</i>	<i>H</i>	<p><i>Existing school play risk assessment has been reviewed against government advice and shared with staff.</i></p> <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.</i></p> <p><i>Pupils have been allocated specific areas of the playground to play in.</i></p> <p><i>Soft furnishings, soft toys and toys that are hard to clean have been removed from classrooms.</i></p>	<i>L</i>	
<i>Provision of school meals service</i>	<i>Contracting coronavirus - staff, pupils</i>		<p><i>The school kitchen will be fully open from the start of the autumn term and normal legal requirements will apply. Kitchen operations comply with the guidance for food businesses on coronavirus (COVID-19).</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. [see also section on use of communal areas for seating plans etc]</i></p>		<i>Risk assessments have been reviewed and updated where required (both for catering activities and dining hall arrangements, including additional cleaning, placement of tables, bubble group use etc)</i>
<i>Parents/carers picking up/collecting pupils from school</i>	<i>Contracting coronavirus - staff, pupils, public</i>	<i>H</i>	<i>Routes, layouts and congregation points have been reviewed and measures introduced to aid circulation so social distancing may be maintained.</i>	<i>L</i>	<i>An issue was raised around crowding at the entrance gates partly due to parents chatting after drop off. After discussion with the parent who raised the issue and</i>

		<p><i>Queuing system and greeting process determined as appropriate to the setting and facilitates immediate hand wash on arrival.</i></p> <p><i>Drop off/collection times are staggered as follows:</i></p> <p>We have devised a one way system and each class will enter/exit by a separate door. The one way system will be signposted and communicated via letter.</p> <p>Reception - enter through ks2 yard gate and walk around back of school to enter ks1 yard. Parents drop off at gate and do not enter ks1 yard.</p> <p>Year 1 - Enter through ks2 yard gate and walk around to the hall doors.</p> <p>Year 2 - Enter through the main gate next to car park. Enter classroom through Y2 fire door</p> <p>Year 3 - Enter classroom through Y3 fire door</p> <p>Year 4 Enter classroom through Y4 fire door</p> <p>Children use hand sanitiser on arrival, where possible will wash hands with soap</p> <p>Children are met each day at the identified entrances for their year group class by a staff member.</p> <p>Children are encouraged to only bring items needed for the school day. PE kits worn on day of PE lesson.</p> <p>-Pupils/staff will wash their hands before they leave the school site.</p> <p>-Water bottles and lunch bottles taken home from school each day – if brought from home</p>	<p>other staff, we sent out an additional letter and added markings on the footpath outside school indicating 2m. We are considering an additional access for Rec but this would involve the car park which involves its own risks.</p> <p>From 7th Sept we opened a third entrance to Reception, solely for REC. To manage this the gates are shut, cones prevent cars and additional signage with staff monitoring. We are looking to make a new gate entrance to reduce the risk across the car park.</p> <p><i>Link to animation produced by NCC Communications Team regarding parental drop off/collection:</i></p> <p>https://youtu.be/bPzalrAx8Js</p>
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		<p>-Only one parent/carer permitted to collect their child from the school site.</p> <p>-Parents/carers to ensure that they follow social distancing.</p> <p>-Parents/carers directed to leave the school site immediately once they have collected their child.</p> <p>-Staff control the flow of pupils leaving the school building to encourage social distancing.</p> <p>-Gates are secured to the school site.</p> <p>-Gates and entrance doors are included in the cleaning regime at the school.</p> <p><i>Children, young people, parents/carers are advised:</i></p> <ul style="list-style-type: none"> ● <i>Not to enter the building if displaying any symptoms of coronavirus (COVID-19).</i> ● <i>Only to attend one at a time</i> ● <i>Of the designated pick up and drop off protocols (time, location, process) to minimise contact.</i> ● <i>Not to gather at entrances, gates or doors unless have pre-arranged appointments.</i> <p><i>School digital communications channels used to engage and advise parents on protective steps being taken and associated requirements.</i></p> <p><i>13/11/20 - We have revised the advice to parents/carers on site, we have encouraged face masks and wider separation on the yard as they were getting bunched. This has helped. We are constructing</i></p>		
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			<p>a new access to support one way system and avoid risk of collision with cars or slipping in the car park.</p> <p><i>If it is necessary for a childminder to pick up or drop off a child at school and walking is not practical, then a private vehicle for single household use is preferable. Use of public transport should be minimised.</i></p>		
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>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>The degree of public transport use by pupils is quantified so; a) staggered start times may be considered to enable more journeys to take place outside of peak hours and, b) to support the Local Authority in identifying where it may need to provide additional dedicated school transport services to depress demand for public transport and to increase capacity in the system.</p> <p>Providers have taken steps to adapt vehicle use in accordance with NCC School Transport Risk Assessment for Coronavirus to facilitate use of hand sanitiser where possible, social distancing and use of face coverings.</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, 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 <u>government guidance</u>.</p> <p>Home to school transport is in line with current guidance: <u>Transport to school and other places of education: autumn term 2020</u></p>

		<p><i>A review has been undertaken by the school of dedicated transport use and consideration has been given to;</i></p> <ul style="list-style-type: none"> ● <i>grouping school based cohorts together on designated school transport so children either sit with their 'bubble' or within the same constant group.</i> ● <i>use of hand sanitiser upon boarding and disembarking</i> ● <i>It is now mandatory for children and young people over 11 to wear a face covering when travelling on dedicated home to school transport (unless exempt). The school should support the school transport team/transport providers to resolve any non-compliance issues with the wearing of face coverings</i> ● <i>implementing organised queuing and boarding where possible to support social distancing in vehicles where it is possible</i> ● <i>supporting use of face coverings for children over the age of 11 on transport where they are likely to come into contact with people outside of their group or who they do not normally meet</i> ● <i>ensuring good ventilation of fresh air wherever possible by keeping windows, or roof lights, on home to school transport, open</i> <p><i>The school has consulted the Local Authority School Transport team to support their implementation of transport arrangements and to plan the staggering of start and finishing times. Where applicable, consideration has been given to pupils using public transport to help them to avoid peak travel times and</i></p>		
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			<p>keep this to an absolute minimum. Arrangements for staggering times have been communicated to parents in advance.</p> <p>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.</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 safer travel guidance for passengers.</p> <p>When travelling by public transport:</p> <ul style="list-style-type: none"> • Wear a face covering when using public transport if you can (not for use whilst in school) - surgical masks not required . • avoid rush hours and busy times if you can • cover your cough or sneeze with a tissue, then throw the tissue in the bin • follow advice on social distancing • wash your hands often with soap and water for at least 20 seconds • if soap and water are not available, use an alcohol-based hand sanitiser 	M	<p>Review Guidance:</p> <p>How to wear and make a cloth face covering</p> <p>Coronavirus (COVID-19): UK transport and travel advice</p> <p>A bike to work salary sacrifice scheme is available to staff at TCLT.</p>
Children who are non-compliant / displaying	Contracting coronavirus - staff, pupils,	M	<p>Children who are symptomatic do not attend school. Effective infection control strategies are in place</p>	L	

<p><i>challenging behaviour</i></p>			<p><i>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>For further information visit: NCC Local SEND Offering 0-25 yrs.</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> <p><i>Advice given on the use of restrictive physical interventions by front line staff (available from Inclusive Education Services).</i></p> <p><i>Behaviour policy reviewed and amended as necessary on 28th May 2020</i> <i>Behaviour expectations communicated to parents 25th Aug 2020</i> <i>12/1/21 - Behaviour remains good but we are reviewing provision at break time so they can remain occupied.</i></p>
<p><i>Personal care activities</i></p>	<p><i>Contracting coronavirus or passing onto vulnerable or shielded children</i></p>	<p><i>H</i></p>	<p><i>Social distancing is implemented where possible.</i></p> <p><i>-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</i></p>	<p><i>L</i></p>	<p><i>PPE requests/shortages in PPE are raised with the Schools Organisation and Resources Team.</i></p> <p><i>No additional PPE is generally needed other than that already identified via risk assessment.</i></p>

			<p>requirements for these tasks should be recorded and implemented.</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 Putting on PPE; and Taking off PPE is followed by all staff undertaking personal care.</p>		<p>Specific PPE/training is required for staff providing personal care involving an aerosol generating procedure (AGP) - advice is provided by the school nurse and a risk assessment produced. Specific detailed guidance and requirements when performing AGPs is included is: Safe Working in education, childcare and children's social care</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. A safety data sheet and COSHH risk assessment 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>Skin friendly skin cleaning wipes can be used as an alternative [these should still contain alcohol to be considered as effective as sanitiser]</p>	L	<p>Bulk supplies of alcohol gel are stored appropriately as flammable substances and the fire risk assessment has been updated accordingly.</p>
Insufficient cleaning/exposure to virus on objects/surfaces	Contracting coronavirus	H	<p>Increased cleaning to take 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>	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><i>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.</i></p> <p><i>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 if handling pupils homework/books.</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 ventilation, these are in line with fire safety and safeguarding requirements.</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 ‘cleaning and waste’ (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. NCC PPE Risk Assessment</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>Bleach should be avoided and a suitable alternative product(s) used. If schools are advised to use a 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. See sample COSHH risk assessment</i></p>
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			<p>Staff know how to put on and take off PPE correctly: PHE - Putting on PPE; PHE - Taking off PPE</p> <p>See also sections on Pupils and staff displaying symptoms of coronavirus whilst at school.</p>		
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 - Stay at Home . If they are seriously ill contact 999.</p> <p>The Council's public health team are notified of all symptomatic persons by emailing: publichealthincidentalalerts@northumberland.gov.uk</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 & Trace.</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. PHE staff return to work criteria must be applied. Advice can be taken from the local Health Protection Team (HPT) regarding any further requirements for the broader educational setting. The HPT can be contacted via Public Health England on</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 national test and trace programme 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 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 briefing document for further information on how the test and trace system will operate)</p>

			<p>0300 303 8596 (select option to be transferred to the HPT).</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 in line with 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 isolation period they should follow <u>guidance for households with possible or confirmed coronavirus (COVID-19) infection</u>.</p> <p>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><u>PHE guidance (Section 1 - Part 9)</u> on action to be taken in these circumstances is adhered, along with the PHE guidance on '<u>cleaning and waste</u>'.</p>		<p><u>Letter from PHE and NHS Test and Trace to school and college leaders</u></p>
<p>Pupils displaying symptoms of coronavirus whilst at school</p>	<p>Others contracting virus.</p>	<p>H</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 - <u>Stay at Home</u>. 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.</p>	<p>M</p>	<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</p>

		<p><i>Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.</i></p> <p><i>PPE is only required by staff caring for the child while they await collection in the following circumstances: (see also <u>Symptomatic children action list for schools</u> and <u>Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE)</u>)</i></p> <ul style="list-style-type: none"> • <i>a fluid resistant (type IIR) face mask should be worn if a distance of 2 metres cannot be maintained</i> • <i>if contact is necessary, then disposable gloves, apron and a face mask should be worn</i> • <i>eye protection (e.g. visor or goggles) if a risk assessment determines that there is a risk of fluids entering the eye, for example, from coughing, spitting or vomiting.</i> <p><i>See which includes specifications for PPE to be used; this should be recorded in this risk assessment and your protocol).</i></p> <p><i>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 & Trace. The Council's public health team are notified of all symptomatic persons by emailing: publichealthincidentalerts@northumberland.gov.uk</i></p>	<p><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, 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)</p> <p>(see <u>briefing</u> document for further information on how the test and trace system will operate)</p> <p><u>Letter from PHE and NHS Test and Trace to school and college leaders</u></p>
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		<p><i>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 based on advice from the NCC Public Health Team, close contacts should be identified and sent home and advised with advice to self-isolate in line with <i>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 during their isolation period they should follow <u>guidance for households with possible or confirmed coronavirus (COVID-19) infection.</u></i></i></p> <p><i>PHE guidance(Section 1 - Part 9) on action to be taken in these circumstances is adhered, along with the PHE guidance on ‘cleaning and waste’.</i></p>		
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<p><i>Outbreak of Covid-19 in local area or school resulting in partial or full closure of school/resumption of lock down</i></p>		<p><i>H</i></p>	<p><i>The Northumberland outbreak plan will be instigated by the Director or Public Health. The Headteacher will fully cooperate with the process and follow advice from the local Health Protection team.</i></p>	<p><i>L</i></p>	<p><i>The school have a plan in place to deal with partial or full closure of the school. Link to remote learning plan</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. First aiders rendering treatment continue to keep accurate records of who they have treated, bearing in mind the requirement to retain visitor contact information.</i></p> <p><i>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 are directed to undertake specific treatments themselves (age dependent) e.g. applying a plaster, running a burn under cold water.</i></p> <p><i>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. (see FAQ document on dealing with minor accidents)[this is in line with HSE guidance]</i></p> <p>CPR</p> <p><i>In respect of more serious cases where CPR may be required, the specific advice contained in the</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 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 First aid during the coronavirus (COVID-19) outbreak</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><i>Early years foundation stage: coronavirus disapplications - GOV.UK</i></p>

			<p>Resuscitation Council UK guidance should be followed particularly in relation to rescue breaths.</p> <p>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</p> <p>A first aider should conduct a dynamic risk assessment of the situation they are faced with and apply appropriate precautions for infection control.</p> <p>Further information is also contained in the Government publication: Guidance for first responders and others in close contact with symptomatic people with potential COVID-19</p>		
Lack of communication with staff/parents/others	Confusion/mis-information resulting in breakdown of arrangements.	H	<p>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.</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. [consider methods of</p>	L	<p>We use letters and the newsletter to regularly communicate with parents. The website also has COVID related advice. SLT are on the yard each day to maintain visibility and deal with any issues.</p> <p>We have planned phone or online parent consultations which will further support this communication.</p>

			<p>communication, making information available on school webpage to provide assurance to parents]</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 bulletin on homeworking and DSE use is made available to staff. This follows HSE guidance on homeworking, including the principles of good DSE use is followed.</p> <p>NCC DSE policy 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, e.g. rota for staff in school and those homeworking.</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.</p>	L	<p>Stress risk assessment reviewed.</p> <p>-School Leaders are encouraged to seek support from CEO/ COO with managing their own stress</p> <p>-Where need identified staff are to be referred to Occupational Health Services in conjunction with HR service.</p> <p>-Staff Reminder to be provided, at regular intervals, regarding confidential counselling service and support.</p> <p>-FAQs for staff continually updated with relevant and supportive information for staff, by central team</p> <p>-Staff to be issued with advice on how to stay safe in school.</p>

					<p>Further support for staff can be accessed here</p> <p>https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers?utm_medium=email&utm_source=govdelivery</p>
<p>Pupil uncertainty surrounding attendance/return to school</p>	<p>Stress and anxiety impacting themselves and staff</p>	<p>M</p>	<p>Good communication of Covid19 controls measures/arrangements to parents and pupils provides reassurance on attendance or return to school. [consider publishing risk assessment on school webpage]. Parents have the opportunity to discuss concerns with school staff.</p> <p>Provision of pastoral and extra-curricular activities available to all pupils designed to:</p> <ul style="list-style-type: none"> ● support the rebuilding of friendships and social engagement ● address and equip pupils to respond to issues linked to coronavirus (COVID-19) ● support pupils with approaches to improving their physical and mental wellbeing <p>[see government guidance for further information and apply as appropriate - record details here].</p>	<p>L</p>	<p>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.</p>

<p><i>Safeguarding may be compromised due to increased workload of DSL/ absence of DSL.</i></p>	<p><i>Harm to pupils from abuse</i></p>	<p><i>M</i></p>	<p>-Staff to include at least one DSL to be on the school site at any one time. LB is available at all times via mobile-staff made aware. Additional support/ time to be given to DSL on reopening to support any rise in safeguarding issues.</p>	<p>L</p>	<p>Staff to undertake refresher training with specific consideration of covid 19 issues.</p>
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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
- [*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*](#)
- [*Local Restrictions tiers - What you need to know*](#)

Document History

Item	Nature of change	Date of Update
Prevalence of mutant Covid19 strain (VUI-202012/01) in the community	New section. National lockdown rules in place from 5/1/2021. CEV to work from home. CEV pupils to be educated from home.	07/01/2021
Contact with others who may have Coronavirus	Updated guidance on pregnant staff over 28 weeks.	07/01/2021
All teaching/classroom activities; early years, primary and secondary	Link to school guidance for local and national restrictions for physical education and sports.	07/01/2021
Lateral flow device Covid testing carried out incorrectly	New section.	07/01/2021
Staff displaying symptoms of coronavirus whilst at school	Removal of 14 day isolation guidance and redirect to up to date Government advice. Asymptomatic mass testing arrangements added. Schools to update their own risk assessment to reflect the status of the national testing programme.	07/01/2021
Pupils displaying symptoms of coronavirus whilst at school	Removal of 14 day isolation guidance and redirect to up to date Government advice. Schools to update their own risk assessment to reflect the status of the national testing programme.	07/01/2021
Activity / Useful Links	Link added to 'local restriction tiers' guidance. Heads to familiarise themselves with rules.	01/12/2020
Contact with others who may have Coronavirus	Update on CEV staff/pupils under local tier restrictions who can now return to school.	01/12/2020

Use of shared learning spaces by different cohort (bubble) groups and teaching of practical activities	Update on performances under local tier restrictions. See also H&S FAQ document.	01/12/2020
Pupil uncertainty surrounding attendance/return to school/self isolation	Update on vulnerable pupil support arrangements whilst self isolating.	01/12/2020
Contact with others who may have Coronavirus	Updated guidance on CEV individuals. In relation to staff employed by the County Council, to comply with government advice a decision has been made by the Council's Executive Team that all CEV staff must work from home. CEV pupils to be educated from home. Change to the definitions which make an individual CEV (chronic kidney disease (stage 5) and adults with Downs Syndrome now included).	17/11/2020
All teaching/classroom activities; early years, primary and secondary	Updated guidance on sport and physical activity. Link added to wrap around provision and extra-curricular activity guidance.	17/11/2020
Use of School Transport (external provision only)	Updated guidance on ventilation on home to school transport. Link added to the updated 'Autumn term - transport for schools' guidance.	17/11/2020
Pupils displaying symptoms of coronavirus whilst at school	Link added to 'Safe working in education, childcare and children's social care settings' guidance.	17/11/2020
Parents/carers picking up/collecting pupils from school	Link added to animation aimed at parents. Advice for child minders collecting/dropping off pupils from different households.	17/11/2020
Personal Care Activities	New guidance for those schools carrying out aerosol generating procedures (AGP)	17/11/2020
Inadequate testing/maintenance and fire safety arrangements during the covid19 pandemic	Link added to H&S FAQ document - new information on fire drills.	02/11/2020

Inadequate Ventilation	New section based on updated CIBSE ventilation guidance (Oct 2020) and updated government guidance on schools fully opening. Further information can be found in the H&S FAQ document. Note regarding heating systems moved into this section from the section above.	02/11/2020
Contact with others who may have Coronavirus	Update on face coverings. Link added for wrap around provision guidance. Link added to model pregnant workers risk assessment - this should be completed in conjunction with the CV/CEV assessment.	02/11/2020
All teaching/classroom activities; early years, primary and secondary	Update on wrap around provision and extra-curricular activity.	02/11/2020
Staff use of communal areas/working with different groups and Use of supply teachers	Update on shared staff areas.	02/11/2020
Outdoor education on-site and off-site visits	Non-NCC establishment advice wording updated.	02/11/2020
Use of School Transport (external provision only)	Advice on face coverings updated - these are now mandatory for those in year 7 and above. Schools should support school transport team/providers in helping with compliance issues on wearing face covering.	02/11/2020
Pupils displaying symptoms of coronavirus whilst at school	Advice on PPE requirements updated (rather than hyperlinking to government guidance on specification for PPE it is documented)	02/11/2020
Outdoor education on-site and off-site visits	Wording regarding insurance arrangements.	29/10/2020
Inadequate testing/maintenance and fire safety arrangements during the covid19 pandemic	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
Contact with others who may have Coronavirus	Link to 'EHCP Planning Tool' added.	07/10/2020

Use of School Transport (external provision only)	Update in respect of NCC School Coronavirus (COVID-19) advice regarding use of face coverings.	07/10/2020
Staff displaying symptoms of coronavirus whilst at school	Update in respect of process for reporting cases. Link added for NCC flowchart for reporting covid cases.	07/10/2020
Pupils displaying symptoms of coronavirus whilst at school	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
Outbreak of Covid-19 in local area or school resulting in partial of full closure of school/resumption of lock down	Advice to be sought from NCC's public health team/health protection team.	07/10/2020
Lack of communication with staff/parents/others	Link added for 'Parent Quick Guide Checker.'	07/10/2020
Uncertainty due to the unprecedented nature of the pandemic	Links added for staff support and a free counselling helpline.	07/10/2020
Pupil uncertainty surrounding attendance/return to school	Link added for pupil emotional and mental health support.	07/10/2020
Useful Links	New section, previously listed under 'Additional Information'. Links to the 'Northumberland Dashboard' and 'Q&A videos from PHE' added.	07/10/2020
Contact with others who may have Coronavirus	Link updated to guidance for special schools and other specialist settings - Annex EHC Plans.	09/09/2020
Activity	Link added for 'Schools Full Opening' guidance.	07/09/2020
School re-opening following partial or full closure and lack of statutory testing/maintenance	Guidance withdrawn.	07/09/2020

Contact with others who may have Coronavirus	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
All teaching/classroom activities; early years, primary and secondary	Guidance withdrawn and replaced with 'Schools Full Opening' guidance.	07/09/2020
Use of shared learning spaces by different cohort (bubble) groups and teaching of practical activities	Updated guidance on sports and music activities. Updated guidance on science practicals from CLEAPSS.	07/09/2020
Parents/carers picking up/collecting pupils from school	Guidance withdrawn.	07/09/2020
Use of School Transport (external provision only)	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
Children who are non-compliant / displaying challenging behaviour	Guidance withdrawn.	07/09/2020
Personal care activities	Guidance withdrawn.	07/09/2020
Staff displaying symptoms of coronavirus whilst at school	Updated advice regarding a staff member testing positive. Link added to a letter from PHE to all school leaders.	07/09/2020
Pupils displaying symptoms of coronavirus whilst at school	Updated advice regarding a pupil testing positive. Link added to a letter from PHE to all school leaders.	07/09/2020
Pupil uncertainty surrounding attendance/return to school	Link to the 'Wellbeing for Education Return Programme' added.	07/09/2020

Contact with others who may have Coronavirus	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
Additional information	New/updated additional documentation	30/07/2020
School re-opening following partial or full closure and lack of statutory testing/maintenance	Minor wording changes. Review fire risk assessment.	30/07/2020
Inadequate safety management documentation (policies, risk assessments etc)	New section.	30/07/2020
Contact with others who may have Coronavirus	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
All teaching/classroom activities; early years, primary and secondary	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
Use of shared learning spaces by different cohort (bubble) groups and teaching of practical activities	New section - some control measures moved from previous section.	30/07/2020
Use of communal areas - toilets, corridors, sports halls, dining hall, outdoor spaces	Minor changes. Use of staff areas moved into separate section. Reference to practical lessons moved into separate section.	30/07/2020

	Additional text added for use of dining hall (see also new section on provision of school meals)	
Staff use of communal areas/working with different groups and Use of supply teachers	New section pulling together measures for staff areas and to record arrangements for temporary and visiting staff.	30/07/2020
Outdoor education on-site and off-site visits	Updated to illustrate requirement for EVCs and Heads to monitor Evolve for policy and guidance updates.	30/07/2020
Provision of school meals service	New section. Ensure arrangements in place are applied to kitchen facilities.	30/07/2020
Use of School Transport (external provision only)	Updated arrangements regarding more children accessing transport.	30/07/2020
Staff travelling to and from work	Minor amendment and link to government guidance	30/07/2020
Personal care activities	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
Use of hand sanitizer	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
Insufficient cleaning/exposure to virus on objects/surfaces	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
Staff displaying symptoms of coronavirus whilst at school	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	30/07/2020

	changed from 7 to 10 days) - schools should keep up to date with the latest requirement.	
Pupils displaying symptoms of coronavirus whilst at school	As above.	30/07/2020
Outbreak of Covid-19 in local area or school resulting in partial or full closure of school/resumption of lock down	New section.	30/07/2020
Inadequate first aid provision	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
Pupil uncertainty surrounding attendance/return to school	New section.	30/07/2020
Activity 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
Additional Information Section	Amendment. NCC Corporate Health and Safety Advice - FAQs for School Head Teachers , link to vulnerable staff risk assessments (including BAME) and Public Health Q&A for Teachers and Parents	05/06/2020
School re-opening following partial or full closure and lack of statutory testing/maintenance	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
Contact with others who may have Coronavirus. Inadvertent transmission to others	Amendment Para on staffing levels. Link to BAME risk assessment added. Revision to wording in "Children" section (no change to	05/06/2020

	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.	
Unable to achieve social distancing	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
Use of communal areas	Amendment. Update regarding assemblies. Updated guidance on PE activities from AfPE.	05/06/2020
Parents/carers picking up/collecting pupils from school	Amendment Queuing system/greeting process for parents. New links to government guidance added.	05/06/2020
School Transport	New section	05/06/2020
Staff travelling to and from work.	New section	05/06/2020
Children who are non-compliant / displaying challenging behaviour	New section	05/06/2020
Use of hand sanitiser	Clarification on use of alcohol based hand sanitiser and need to have safety data sheet and COSHH risk assessment in place. (See also Health and Safety FAQ document for further information)	05/06/2020

Insufficient cleaning/exposure to virus on objects/surfaces	Amendment. Update regarding taking resources home and marking homework.	05/06/2020
Staff displaying symptoms of coronavirus whilst at school	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
Pupils displaying symptoms of coronavirus whilst at school	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
Inadequate first aid provision	Removal of appointed person as minimum - trained first aider recommended due to increase in numbers. Link to FAQs added.	05/06/2020
Lack of communication with staff/parents/others	New section	05/06/2020