

SCHOOL RISK ASSESSMENT FOR COVID-19 PANDEMIC

Completed by: The Headteacher

Date: 1st September 2020

Review Date: Ongoing

Hazard	To Whom	Severity	Likelihood	Risk	
Spread of Covid-19 through school and wider school community	Pupils	1	4	4	
	Pupils from vulnerable groups.	4		16	
	Staff	2		8	
	Staff from vulnerable groups.	4		16	
	Visitors Parents	4		16	
	Wider School Community	4		16	
Existing Precautions		Additional Precautions		Who	
<ul style="list-style-type: none"> • Soap dispenser and hand towels within toilets are fully stocked at the start of each day. Regular checks to be made throughout the day to ensure adequate supply. • Handwashing techniques taught to all pupils. It may be necessary to supervise some pupils to ensure correct hand washing procedures. • Inform parents of hygiene expectations and for the need to communicate this message in the home environment. • All children wash their hands before coming to school, as they come into school, before going home, during school before and after breaks and lunch and before they go home. • Children to wash hands before eating snack and after toileting. • Contact made to external groups who may have community use of the school building for the need to adhere to handwashing techniques – e.g Chester Bears. • Postpone all non-essential visitors to school. Teaching staff and tutors, peripatetic teachers, sports coaches delivering lessons considered essential. • Essential visitors must hand sanitise and confirm they have 		<ul style="list-style-type: none"> • Parents may wish to send their hand wipes and sanitisers into school with pupils. • Communicate to parents the importance of the government advice on handwashing. • School may wish to hold meetings virtually wherever possible. • Any members of staff with underlying health issues or those within vulnerable groups should make their condition known to the Headteacher ASAP. Please consult with PHA for up-to-date information. They should seek and act on the advice of their GP/Consultant/Midwife/PHA or current government advice. Changes also communicated. • Expectation for visitors read and signed confirming they have had sanitised and no symptoms. • Review community use of school 		<p>School to communicate to parents.</p> <p>Headteacher</p> <p>Individual members of staff.</p>	ASAP

<p>no Covid-19 symptoms - sign in visitors book to acknowledge</p> <ul style="list-style-type: none"> Teachers and classroom assistants monitor the visible health of pupils, ensure parent emergency contact numbers are kept up to date, including new starters. Public Health Advice on Covid-19 handwashing – Catch it, Bin it, Kill it posters around school buildings. Pupils with existing medical conditions should already be known to the school: pupils to act on medical advice regarding school attendance. Identify vulnerable children e.g. with underlying health conditions that may be affected by the current threat. Shielding children and staff should attend school if safe to do so with and individual risk assessment in place Clinically vulnerable staff encouraged to return to work with a risk assessment in place to mitigate risks. Discuss with parents the opening arrangements via Parentmail. Anyone feeling unwell will need to self-isolate for 14 days or until tested negative. 	<p>provision at our premises.</p> <ul style="list-style-type: none"> In the event of another school closure, external community users should be notified. Shielding children and staff should work from home wherever possible (where not possible a risk assessment will be in place. Clinically vulnerable staff – should return to work unless advised by GP otherwise, with a risk assessment in place. No visitor, contractor, parent can enter building if they have symptoms. If a child is waiting to be collected, they should be kept in a room of their own, supervised depending upon age, with door closed and window open and adult wearing PPE. (Resources room). Staff and children recommended not to wear face masks by PH 15.7.2020 Liz Morgan and C. Ponting HR NCC 		
<p>If a child/staff member tests negative, they come back to school before completing 10 days of isolation. If they feel well and no longer have symptoms of COVID-19, they can stop self isolating, as can other members of their household. The only exception to this is if they have been identified as a contact(s) of a confirmed case within the previous 14 days, in which case they would need to complete 14 days of isolation. https://www.gov.uk/government/publications/safe-working-in-educationchildcare-and-childrens-socialcare/safe-working-in-educationchildcare-and-childrens-social-caresettings-including-the-use-ofpersonal-protective-equipmentppe#testing</p>			

Hazard	To Whom	Severity	Likelihood	Risk
Spread of Covid-19 through school and wider school	Pupils	3		12

community with school re-opening to all year groups in September. (In addition to above).	Pupils from vulnerable groups.	4	4	16	
	Staff				8
	Staff from vulnerable groups.	2			16
	Visitors	4			16
	Parents				16
	Wider School Community	4		16	
		4		16	
Existing Precautions		Additional Precautions		Who	
<ul style="list-style-type: none"> All year groups to return in class bubbles of no more than 30 - wherever possible in classrooms. Groups of larger bubbles will be formed for playtimes outdoors -Rec&KS1 and all LKS2 & UKS2. These larger groups will have playtime outdoors together. Staggered drop off and collection times for different phases. Directional arrows in school to avoid contact in corridors with one way system where possible. 2m markings in corridors to be marked out to encourage a safe distance between children, particularly older ones. 1.5 m markings in playground for children to line up apart, where possible - not expected for younger children Class groups - children sit side by side facing the front of class towards the teacher rather in groups except Reception children. There is no expectation for primary children to social distance in class, however adults should maintain social distancing wherever possible. No more than one child per group in toilets at a time – 5 per group. Children will be taught by one staff member for majority of time where possible, but this this will be different for job shares, PPA and tuition/coach lessons. Staff encouraged to social distance and maintain good handwashing and respiratory hygiene. HLTA/ TA (small groups) deployed to lead groups overseen by a teacher. Increased cleaning regime, – morning, after school and lunchtime. Staff to disinfect all tables each lunchtime using provided materials. 		<ul style="list-style-type: none"> PPE face masks not required by employer unless providing intimate care or supervising children showing symptoms in school. (Use school PPE in first aid or intimate care). Drop off 8:45am Rec/KS1 and 8:55am KS2 Pick up 2:45pm Rec/KS1 and 3pm KS2 (siblings can collect at either time). Reception times for transition only 9:15am drop off 11:15am collection for morning slots. 1:10pm drop off 3:10pm collection for afternoon slots. Bus timetable to run as normal. 1.5. m markings in yard more practical i If a child/staff member shows symptoms – isolate in separate room while parents called to collect. Parents to avoid contact in playground and asked to keep 1m apart from each other and school building entrance, wherever possible. No gatherings permitted. Stagger use of staff room. Disinfect photocopier after use – person who uses wipes down photocopier with anti-bac wipes. 		School to communicate to parents. Headteacher Individual members of staff.	ASAP

<p>Cohort (bubble) Groups (see also <u>H&S briefing for Heads</u>)</p> <p>The school has cohort 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 above</p> <ul style="list-style-type: none"> o Key Stage 1 & 2 - Full class sized cohorts (if possible) <p>Social Distancing</p> <p>As the school is fully open to all year groups, it is accepted that social distancing cannot always be achieved (especially for younger children). However, it should be applied wherever possible. 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.</p> <p>General arrangements</p> <ul style="list-style-type: none"> • Pupils taught to adopt good hand and respiratory hygiene, to maintain suitable distancing (where possible) and to report if they are unwell. • 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. • Staff informally monitor for presence of symptoms. • Regular cleaning initiated (see below). • Where possible the same teaching staff work with the same groups • Where possible, the same groups are taught in the same classrooms or where this isn't possible, larger bubble groups are assigned 'zones' within the building. This limits the amount of movement around the school and potential contact with other groups. • Where possible the same desks are used by the same pupils each day and desks are front facing, with pupils sat side by side rather than face to face. Circular tables have been taken out of use. • Timetabling has been reviewed to stagger school activities (PE, Outdoor Learning, assemblies, break times, lunch, pick up/drop 	<p>PE activities are carried out in line with the latest <u>guidance from AfPE</u>,(updated risk assessment dated 16 July available for AfPE members only) <u>the government</u> and <u>Sport England</u> and activity risk assessments reviewed.</p> <p>Music - increased risk from singing/chanting/shouting/ playing wind or brass instruments. Physical distancing of pupils is in place and playing outside undertaken wherever possible. Group sizes to no more than 15, positioning pupils back-to-back or side-to-side, avoiding sharing of instruments, and ensuring good ventilation. Singing, wind and brass playing do not take place in larger groups such as school choirs and ensembles, or school assemblies.</p> <p>[Until such a time as further guidance is available from advisory bodies such as CLEAPSS etc, lesson plans may need to be reviewed to reduce practical experiments/exercises by carrying out more teacher demonstrations etc.]</p>		
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<p>off) to reduce movements and incidence of group mixing, including parents.</p> <ul style="list-style-type: none"> Equipment use has been revised and measures to prevent simultaneous (as well as cleaning, below) use and reduce consecutive use have been introduced. 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. 			
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Hazard	To Whom	Severity	Likelihood	Risk
Spread of Covid-19 through school environment – building restrictions.	Pupils	3	4	12
	Pupils from vulnerable groups.	4		16
	Staff	2		8
	Staff from vulnerable groups.	4		16
	Visitors	4		16
	Parents			16
	Wider School Community	4		16
Existing Precautions	Additional Precautions	Who	When	
<ul style="list-style-type: none"> Directional arrows in school to avoid contact in corridors. Groups to stay in 1 room for duration of time unless only group using hall that afternoon. No more than one child per group in toilets at a time – 5 in total. Children will be taught by 1 staff member familiar to them where possible but due to clinical isolation this may not always be possible – DBS vetted adults only. Job share and PPA staff swap (consult staff). Groups of children to remain in bubbles apart where possible and not mix - except for outdoor play. Desks and seats separated where possible or desks face the teacher rather than grouped (not Reception). Dining hall used with groups set apart from one another for younger children. Lunch rota for groups. 	<ul style="list-style-type: none"> PPE face masks not required by employer unless providing intimate care or supervising children showing symptoms in school. If a child/staff member shows symptoms – isolate in separate room while parents called to collect. Staff in classroom disinfect tables at lunchtime with provided wipes. Anti-bacterial wipes to be used by staff or spray and paper towels provided. Cook to be provided with PPE equipment if required. School disinfected between uses. 	<p>School to communicate to parents and staff.</p> <p>Headteacher</p> <p>Individual members of staff.</p>	ASAP	

<ul style="list-style-type: none"> • Soft furnishings are removed where possible from classrooms. • Staff and children have individual pencils and pens but can share resources in the classrooms such as construction kits, books, puzzles as long as not sharing these with other bubbles. • Toys and equipment cleaned between groups and not used between classes where possible. • Cleaning required regularly before and after school on key surfaces, including desks at lunchtime. • Hand sanitiser and anti-bac wipes available in each room. • Door propped open and windows open for ventilation –avoid handle contact. • Timetable changes to allow variation in curriculum, with outdoor lessons where possible. • Staff and children not to share stationary or resources. • Staff room to limit number of staff in at any one time - 1m apart at any one time. Rota for use if needed to be provided. • Staff disinfect photocopier after each use. • Kitchen only to have authorised cook - JC (or cover staff) in at any one time. • Only 2 persons 2m apart in the school office at anyone time. Equipment not to be shared. Where this is impossible e.g. phone, disinfect after use. 	<ul style="list-style-type: none"> • Allocate outdoor playground equipment to a group – one group per buddy box – labelled. • Other older year groups to have lunch in class - collect from kitchen hatch as alternative. 		
<p>CHESTER BEARS (following discussion with C. M 20th May 2020 & 7th July 2020 & 25th Aug 2020)</p> <ul style="list-style-type: none"> • Chester Bears to provide wrap around care to groups of children who require it as one school bubble - limited numbers due to space and staffing. • Our school toilets will be used for these children. • Chester Bears parents to be advised by pre-school to observe social distancing in and in school yard yard. • Chester Bears to have lunches in their room not provided by school- packed lunch. 	<p>Review existing precautions regularly with Chester Bears staff.</p> <p>Wrap around care for children to be risk assessed by CB and communicated to parents by CB.</p> <p>TO BE UPDATED FOLLOWING GUIDANCE REVIEW</p>	<p>C M Chester Bears</p>	<p>7th July 2020</p>

Hazard	To Whom	Severity	Likelihood	Risk
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<p>Staff use of communal areas/working with different groups.</p> <p>Use of supply teachers and temporary workers</p>	<p>Contracting coronavirus - staff pupils, visitors, parents/carers</p>			
Existing Precautions		Additional Precautions	Who	When
<ul style="list-style-type: none"> • Staff breaks are staggered to avoid congestion in staff rooms. Shared crockery/cutlery has been advised against and staff use their own equipment. • Measures are applied within shared offices and staff room(s) to implement social distancing. • Clear use and cleaning guidance for staff toilets are in place to ensure they are kept clean and social distancing is achieved as much as possible. • Staff maintain 2m distance from pupils where possible (especially between adults and with older children). Face to face contact within 1m of anyone is minimised. • 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. • 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. • Review and implementation of longer term staff contracts/arrangements across a broader time period to minimise numbers of contacts. 		<ul style="list-style-type: none"> • Review and apply the guidance for working safely in offices if applicable (e.g receptions and shared offices) • <u>Offices and contact centres - Working safely during coronavirus (COVID-19) - Guidance</u> 		

Hazard	To Whom	Severity	Likelihood	Risk
<p>Suspected or confirmed case in school (staff or pupil develop Covid-19 symptoms whilst in school building, or later on that</p>	Pupils	1	4	4
	Pupils from vulnerable groups.	4		16
	Staff	2		8

day). Symptoms of Covid-19 are a high temperature or a new, continuous cough, loss of taste and smell.	Staff from vulnerable groups.	4		16	
	Visitors	4		16	
	Wider School Community	4		16	
Existing Precautions		Additional Precautions		Who	When
<p>Staff</p> <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> If they are seriously ill contact 999. 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</p>	<p>Pupil</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. 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.</p> <p>PPE should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained</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. The Council's public health team are notified of all symptomatic persons by emailing: publichealthincidentalalerts@northumberland.gov.uk</p>	<ul style="list-style-type: none"> EA to support schools in form of words for communication to the school community. Schools must not name individuals. Contact any external groups who have access to the building to notify them of any school closure. Notify school meals, transport sections in the event of school closures. <ul style="list-style-type: none"> Stay at home for 14 days - Test & Trace Information <p>If you're told you've been in contact with a person who has coronavirus:</p> <ul style="list-style-type: none"> stay at home (self-isolate) for 14 days from the day you were last in contact with the person – it can take up to 14 days for symptoms to appear do not leave your home for any reason – if you need food or medicine, order it online or by phone, or ask friends and family to drop it off at your home do not have visitors in your home, including friends and family – except for essential care 	Headteacher	Ongoing	

<p>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 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><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>d.gov.uk</p> <p>They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell.</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 pupil tests negative, they can return to their setting and the fellow household members can end their self-isolation.</p> <p>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.</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>	<ul style="list-style-type: none"> • try to avoid contact with anyone you live with as much as possible • people you live with do not need to self-isolate if you do not have symptoms <p>If you live with someone at <u>higher risk from coronavirus</u>, try to arrange for them to stay with friends or family for 14 days.</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 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> <p>A protocol is in place to cover the eventuality of child displaying</p>		
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		<p>symptoms 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 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>		
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Hazard	To Whom	Severity	Likelihood	Risk
Suspected or confirmed case in staff member or pupil or staff with a family connected to the school. No symptoms of Covid-19 displayed within the school or later that day.	Pupils	1	3	3
	Pupils from vulnerable groups.	4		12
	Staff	2		6
	Staff from vulnerable groups.	4		12
	Visitors	4		12
	Wider School Community	4		12
Existing Precautions		Additional Precautions	Who	When

<ul style="list-style-type: none"> • Whole family to self-isolate for a period of 14 days in line with Government guidance. • Consult PHA website for most up to date guidance. • Normal system of work in relation to cleaning should be maintained with particular attention to high contact areas toilets, door handles, telephones, grab rails. 	<ul style="list-style-type: none"> • It is recommended that regular contact is made to school Headteacher. 	Staff and families	Ongoing
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Hazard	To Whom	Severity	Likelihood	Risk
<ul style="list-style-type: none"> • Insufficient cleaning/exposure to virus on objects/surfaces 	Pupils Staff Visitors	3	3	9
Existing Precautions	Additional Precautions		Who	When
<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> <p>In particular, objects and surfaces that are touched regularly are frequently cleaned and disinfected. This will include toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, play equipment etc.</p> <p>Steps are taken to limit resources that are taken home by staff and pupils. Marking policies have been reviewed with emphasis on the use of visualisers, self- marking and verbal feedback. Staff wash hands if handling pupils homework/books.</p> <p>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).</p> <p>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</p>	<p>A supply of antibacterial wipes/alcohol gel is made available in school (including classrooms) to encourage staff/pupils to help maintain cleanliness in personal work areas.</p> <p>Cleaning products used in teaching areas etc are those normally used by cleaning staff - a safety data sheet and COSHH risk assessment are in place for each product.</p> <p>PPE requests/shortages in PPE are raised with the Schools Organisation and Resources Team.</p> <p>Bleach should be avoided and a suitable alternative product(s) used. If schools are advised to use a bleach based product, only bleach <u>sprays</u> should be used. It's use must be strictly controlled and it must not be mixed</p>		Staff Caretaker	Ongoing

<p>safety and safeguarding requirements.</p> <p>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</p> <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>	<p>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</p>		
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Hazard	To Whom	Severity	Likelihood	Risk
<ul style="list-style-type: none"> Outbreak of Covid-19 in local area or school resulting in partial or full closure of school/resumption of lock down 	Pupils Staff	4	4	16
Existing Precautions	Additional Precautions		Who	When
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.	The school have a plan in place to deal with partial or full closure of the school.			

Hazard	To Whom	Severity	Likelihood	Risk
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<ul style="list-style-type: none"> • Shortage of support service staff such as • Building Supervisor/Cleaning • Admin Staff • Learning Support • Cook • First aider <p>Resulting in non-delivery of essential services</p>	Pupils Staff	3	3	9	
Existing Precautions		Additional Precautions		Who	When
<ul style="list-style-type: none"> • Contact LA for cover arrangements as last resort • Classroom Assistants to provide temporary cover for admin, kitchen (if they have hygiene certificate or JM lunchtime supervisor with accreditation). • Cleaning company employed if cleaner off sick for longer than one day. 		<ul style="list-style-type: none"> • Reassign support staff to core health & safety functions within the schools emergency • Explore the option to share support staff with neighbouring schools. • Availability to redeploy staff from other schools. • Supply and company agencies used • Packed lunches prepared by parents or staff if cook not available. 	Headteacher	Ongoing	

Hazard	To Whom	Severity	Likelihood	Risk	
<ul style="list-style-type: none"> • Shortage of support service staff such as • Building Supervisor/Cleaning • Admin Staff • Learning Support • Cook • First aider <p>Resulting in non-delivery of essential services</p>	Pupils Staff	3	3	9	
Existing Precautions		Additional Precautions		Who	When

<ul style="list-style-type: none"> • Contact LA for cover arrangements as last resort • Classroom Assistants to provide temporary cover for admin, kitchen (if they have hygiene certificate or JM lunchtime supervisor with accreditation). • Cleaning company employed if cleaner off sick for longer than one day. 	<ul style="list-style-type: none"> • Reassign support staff to core health & safety functions within the schools emergency • Explore the option to share support staff with neighbouring schools. • Availability to redeploy staff from other schools. • Supply and company agencies used • Packed lunches prepared by parents or staff if cook not available. 	Headteacher	Ongoing
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Hazard	To Whom	Severity	Likelihood	Risk
Spread of Covid-19 via visitors or contractors to the school	Pupils	1	3	3
	Pupils from vulnerable groups.	4		12
	Staff	2		6
	Staff from vulnerable groups.	4		12
	Visitors	4		12
	Wider School Community	4		12
Existing Precautions		Additional Precautions	Who	When
<ul style="list-style-type: none"> • Visitors risk assessment checklist maintained by Headteacher and office staff to ascertain if they are an essential visitors. • Visitor requirements to be discussed via telephone before entering building. • Visitors must sign declaration that they have no symptoms (see proforma). • Visitors/contractors requested to: <ul style="list-style-type: none"> • Confirm they (or someone within their household) are currently not showing symptoms of COVID-19. • Complete the Visitor questionnaire/self declaration form. 		<ul style="list-style-type: none"> • Risk assessment to be noted from initial discussion. <p>HT/office manager contact with the individual prior to the visit to ensure :</p> <p>They are aware of your rules/expectations while on site.</p> <p>You are aware of their expectations/activities while on</p>	Visitors	Ongoing

<ul style="list-style-type: none"> Wash/sanitise hands before, during and after their undertakings on site. Maintain social distancing at all times. Wear PPE (if this is required) Visitors complete Part 2 of the School Visitor / Contractor Questionnaire & Self Declaration. Unannounced visitors have barrier at closed front door. They must use telecom outside building to state reason for visit. This will then be assessed by office manager/Headteacher to ascertain if it is essential. If essential - expectations then communicated. 	<p>site.</p> <p>You have discussed which areas of the site the visitor/contractor will need to access (where appropriate)</p>		
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Hazard	To Whom	Severity	Likelihood	Risk
<ul style="list-style-type: none"> Provision of school meals service School meals kitchen closure resulting in no school meals provision. 	Pupils	1	2	2
Existing Precautions		Additional Precautions		Who
<ul style="list-style-type: none"> 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). 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] The ability for school meals to deliver meals from another kitchen. 		<ul style="list-style-type: none"> Text alert to parents to provide pack lunch. Supply cook JM in temporary situation. 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) 		Headteacher
				On notification on non-delivery of service

<ul style="list-style-type: none"> • Headteacher to liaise with school meals service LA – Sharon Richardson. • Possible packed lunches provided by parents and/or school kitchen and those with food hygiene. • School meals to be delivered in classrooms to avoid rotation of groups in hall and disinfecting between groups. • 			
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Hazard	To Whom	Severity	Likelihood	Risk
<ul style="list-style-type: none"> • School re-opening following summer holiday • Testing/maintenance • Equipment / system failure leading to enhanced physical or biological risks to people 	<p>Pupils Staff</p>	1	2	2
Existing Precautions	Additional Precautions	Who	When	
<ul style="list-style-type: none"> • The school has been open and operating prior to the Autumn Term. Statutory testing and maintenance, such as water hygiene testing/flushing, oil tank check, fire safety, play/sporting equipment tests, fire alarm system, emergency lighting, fixed electrical installation, play/sporting equipment have taken place and maintained as normal during summer break.. • 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. • Fire evacuation procedures have been reviewed and a fire drill is planned [roll call lists updated/each cohorted group should stay together wherever possible and be assigned predetermined evacuation points which are sufficiently distanced from other groups - 'walk throughs' may be considered as an alternative so cohorted groups don't mix during evacuation but children must be familiar with 	<ul style="list-style-type: none"> • Zurich insurance checklist for building reopening after summer completed by Headteacher and site manager • Provision is in place to make adjustments and revisit fire drills in the event of pupils returning in rotas throughout the term. • 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>Headteacher Site manager</p>	1 Sept 2020	

<p>sound of the evacuation alarm and be able to respond to it. In an emergency situation a full evacuation will take place as usual.</p> <ul style="list-style-type: none"> • Nature and type of use of the building since closure has been determined and appropriate cleaning initiated. 			
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Hazard	To Whom	Severity	Likelihood	Risk
<p>Inadequate safety management documentation (policies, risk assessments etc).</p> <p>Increased risk of contracting Coronavirus through lack of planning</p>	<p>Pupils Staff</p>	2	2	4
Existing Precautions		Additional Precautions	Who	When
<p>The arrangements in the Covid19 risk assessment are monitored by the Headteacher and kept under review. 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.</p> <p>New procedures have been documented for:</p> <ul style="list-style-type: none"> • Individuals becoming Covid symptomatic on site or the school becoming aware of someone symptomatic who has recently attended the school. • 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>Advice will be provided directly from the local Health Protection Team. The <u>County Council Outbreak Plan</u> is also available on the County Council webpage.</p>	<p>Staff pupils</p>	<p>Sept 2020</p>

Hazard	To Whom	Severity	Likelihood	Risk
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<ul style="list-style-type: none"> School trips Outdoor education on-site and off-site visits 	Pupils Staff	1	1	1	
Existing Precautions		Additional Precautions		Who	When
<ul style="list-style-type: none"> The UK Government has advised against all education trips overnight or abroad. The civil contingences group have advised against internal and overseas and residential school trips also during this period. 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. 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. Off site activities: Submission of an Evolve form is required for all Off site visits. Note DfE and FCO advice and OEAP National Guidance. 		<ul style="list-style-type: none"> Possible bookings for Sept 2021 put on hold. No trips in Autumn term 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". Educational Visit Coordinator & Heads receive policy guidance updates and actively check for updates on the Evolve system. 		Headteacher	April 2020

Hazard	To Whom	Severity	Likelihood	Risk	
<ul style="list-style-type: none"> Personal care activities – inc first aid Contracting coronavirus or passing onto vulnerable or shielded children 	Pupils Staff	2	2	4	
Existing Precautions		Additional Precautions		Who	When

<p>Social distancing is implemented where possible. Coronavirus (COVID-19): implementing social distancing in education and childcare settings</p> <p>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 COVID-19: infection prevention and control (IPC). 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.</p> <p>Any queries are directed to the school nurse.</p> <p>Staff know how to safely put on and take off PPE.</p> <ul style="list-style-type: none"> • PHE guidance on Putting on PPE; and Taking off PPE is followed by all staff undertaking personal car 	<ul style="list-style-type: none"> • First aid administered by staff must where PPE provided by school if fluids are involved. • Emergency first aid for staff booked for Spring term. • Fully first aider blended learning completed - practical awaiting. 	<p>Headteacher</p>	<p>1st Sept 2020</p>
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Hazard	To Whom	Severity	Likelihood	Risk
<ul style="list-style-type: none"> • Flammable vapours from alcohol based hand sanitiser • Alcohol vapours ignited resulting in burns to hands • Ingestion of hand sanitiser. 	<p>Pupils Staff Visitors</p>	<p>2</p>	<p>4</p>	<p>8</p>
Existing Precautions	Additional Precautions		Who	When
<ul style="list-style-type: none"> • Wash hands with soap and water wherever possible. • 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. • Always wash hands with soap and hot/warm water wherever possible. • 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 	<ul style="list-style-type: none"> • Bulk supplies of alcohol gel are stored appropriately as flammable substances and the fire risk assessment has been updated accordingly. 		<p>Staff Children</p>	<p>April 2020</p>

<p>supervision due to the risk of ingestion. A safety data sheet and COSHH risk assessment are in place for its use.</p> <ul style="list-style-type: none"> • 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. • Skin friendly skin cleaning wipes can be used as an alternative [these should still contain alcohol to be considered as effective as sanitiser] 			
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Hazard	To Whom	Severity	Likelihood	Risk
<ul style="list-style-type: none"> • Loss of learning by pupils. 	Pupils	4	4	16
Existing Precautions	Additional Precautions	Who	When	
<ul style="list-style-type: none"> • Recovery curriculum in place which allows teaching staff to ascertain progress and gaps through questioning, teach from current skill level. • Additional support in Autumn Term for mental health and well being - all classes to deliver Friends Resilience programme. • SEND children set specific tasks with intervention work to meet their needs via teacher and liaise with parents. • Additional parent consultation in Autumn Term - September to discuss current achievements and standards and child next steps with a follow up in November. • Website and school communication from Headteacher and class teachers signpost online learning activities for home including: Mathletics IDL TT Rockstars Oak Academy BBC materials NCC padlet activities Online safety Think u know Mental health and well-being. 	<ul style="list-style-type: none"> • Support plan activities given where they are suitable for home environment for SEND. • Staff communicate with parents via telephone or e-mail as appropriate to address individual concerns. • Staff to records of when they have contacted parents. 	Headteacher	Ongoing	

<ul style="list-style-type: none"> • Children attending school will have adapted curriculum to meet needs and address gaps with a focus on reading, mathematics, social interaction and mental health and well being. • All staff make regular contact and communication with parents to support them with their child's learning • HT and SENDCO to make regular contact with SEND and vulnerable children and their parents to provide support, review support plans, EHA meetings and referrals follow on. • Covid-19 Catch Up fund to support additional support staff being employed in Autumn Term to monopolise on feedback and intervention for children - 2 adults per class bubble (using EEF evidence this supports gains in learning in feedback, small group tuition, one to one tuition, interventions) 			
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Hazard	To Whom	Severity	Likelihood	Risk
<ul style="list-style-type: none"> • Mental health and well being of pupils, staff and families. 	Pupils	3	3	9
	Staff	3	3	9
	Families	3	3	9
Existing Precautions		Additional Precautions	Who	When
<ul style="list-style-type: none"> • Safeguarding arrangements in place and contact to DSLs remains for all pupils. This has been communicated to families. • Parental helplines, links, information and signposting for online abuse, domestic abuse, mental health and well-being have been signposted to families via Parentmail. • Children attending school have access to adult to talk to and mindfulness activities. • Mental health and well being activities/online links for children learning at home have been sent to all families. • Friends Resilience mental health programme delivered from September to all children. • Available staff to offer additional drop in support for children who require or request. • Weekly communication with staff and check on children's 		<ul style="list-style-type: none"> • Virtual DSLs available 24 hours a day. • Support for staff is requested through occupational health, educational helpline telephone number, etc • Closure over summer holidays to support staff well being. 	Headteacher	Ongoing

<p>well being, safeguarding issues and their own mental health and well being.</p> <ul style="list-style-type: none"> 63% of staff have participated in online CPD on the mental health and well-being training programme FRIENDS RESILIENCE to use with children on their return 			
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Hazard	To Whom	Severity	Likelihood	Risk
<ul style="list-style-type: none"> Inadequate first aid provision Serious injury or death First aider contracting coronavirus or spreading virus to others. 	Pupils	3	3	9
	Staff		3	9
	Families	3	3	9
Existing Precautions	Additional Precautions		Who	When
<ul style="list-style-type: none"> 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. 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. There should be an appointed person as a minimum to check 1st aid kits and summon the emergency services First aiders providing routine first aid treatments within 2m of a person should wear a fluid resistant face mask and, if appropriate and available, disposable plastic apron and disposable eye protection which should be kept in or next to first aid kits. <p>CPR</p> <ul style="list-style-type: none"> In respect of more serious cases where CPR may be required, the specific advice contained in the Resuscitation Council UK guidance should be followed particularly in relation to rescue breaths. 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 	<ul style="list-style-type: none"> 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 https://www.hse.gov.uk/news/first-aid-certificate-coronavirus.htm Schools with early years and nursery facilities should apply the Government guidance in relation to paediatric first aid cover: https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2/early-years-foundation-stage-coronavirus-disapplications 		Headteacher	Ongoing
	<ul style="list-style-type: none"> Additional staff member to receive 			

<ul style="list-style-type: none"> • A first aider should conduct a dynamic risk assessment of the situation they are faced with and apply appropriate precautions for infection control. • 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>first aid online training to complete practical when safe to do so later on. Online training received by June 22nd 2020.</p> <ul style="list-style-type: none"> • Emergency first aid for all staff to be renewed in 2020/2021 year. • First aiders rendering treatment continue to keep accurate records of who they have treated, bearing in mind the requirement to retain visitor contact information • 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. 		
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Hazard	To Whom	Severity	Likelihood	Risk
Unable to achieve social distancing - All teaching/classroom activities; early years, primary.	Staff	3	3	9
Contracting coronavirus - staff and pupils, passing onto vulnerable persons	Pupils	2	4	8
Existing Precautions	Additional Precautions	Who	When	

<p>It has been accepted nationally that Early Years & Primary age children are not expected to be 1 or 2 metres apart at all times. However the school has implemented the following to reduce risk:</p> <ul style="list-style-type: none"> ● Pupils taught to adopt good hand and respiratory hygiene, to maintain suitable distancing and to report if they are unwell. ● 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. ● Staff informally monitor for presence of symptoms. ● Regular cleaning initiated (see below). ● The school has cohorted groups so that pupils only mix in 1 small consistent group and keep away from other people/groups. Staff limited to 1 group where possible but some mixing due to part time nature of jobs and breaks/lunches, PPA and job share. ● Contact with other groups is brief and transitory and minimised where possible in corridors and collecting lunches. ● Groups sizes and ratios are in line with Government Guidance wherever possible: <ul style="list-style-type: none"> ○ Primary; classes in bubbles of no more than 30 per group where possible and desks spaced as far apart as possible facing the teacher rather than grouped. ○ Where above cannot be achieved, consult Government Guidance and discuss options with LEA <ul style="list-style-type: none"> ● Where possible the same desks are used by the same pupils each day or they are cleaned between use. ● Where possible the same teaching staff work with the same groups. ● 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. ● Equipment use has been revised and measures to prevent simultaneous (as well as cleaning, below) use and reduce consecutive use have been introduced. ● Where possible areas will be well ventilated, doors propped open (where safe to do so, taking into account fire safety and 	<p>Review Guidance & Checklist: Opening Schools for more children and young people: initial planning framework for schools in England</p> <p>Planning guide for primary schools</p> <p>Planning guide for early years and childcare settings</p> <p>Children of key workers/vulnerable children in other year groups should also be split into small groups of no more than 30 wherever possible. Desks should be spaced as far apart as possible with pupils facing the teacher.</p> <p>Access rooms directly from outside where possible.</p> <p>No sharing of stationery etc.</p> <p>Staff consulted regarding mixing across bubbles of children where needed to keep children in school. All agreed. Parents informed 1 staff member per group where possible but due to job shares this not always possible. PPA, break and lunchtimes covered by other staff - outdoor supervision of same person across bubbles- social distancing, handwashing between groups, outdoor space.</p>	<p>All staff</p> <p>All children on site</p>	<p>1st June</p>
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safeguarding) to limit use of door handles.			
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Hazard	To Whom	Severity	Likelihood	Risk
Use of School Transport (external provision only)	Children	3	3	9
Contracting coronavirus - staff, pupils, transport provider	Staff	3	3	9
Existing Precautions	Additional Precautions	Who	When	
<ul style="list-style-type: none"> Steps taken to ensure anyone who becomes symptomatic does not use School Transport. Areas under lockdown are avoided unless travel into/out of that area is essential. 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. The degree of public transport use by pupils is nil. Providers have taken steps to adapt vehicle use in accordance with NCC School Transport Risk Assessment for Coronavirus to facilitate use of hand sanitiser, social distancing and use of face coverings. A review has been undertaken by the school of dedicated transport use and consideration has been given to; <ul style="list-style-type: none"> grouping school based cohorts together on designated school transport where possible. use of hand sanitiser upon boarding and disembarking 	<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>	School children from Lonframlington accessing bus and staff	1st June	

<ul style="list-style-type: none"> • implementing organised queuing and boarding where possible • 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 • 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 keep this to an absolute minimum. Arrangements for staggering times have been communicated to parents in advance. • 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. 			
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Hazard	To Whom	Severity	Likelihood	Risk
Staff travelling to and from work. Contracting coronavirus, spread of virus	Staff	3	2	6
Existing Precautions	Additional Precautions	Who	When	
Only use public transport if you have to; use alternative methods of transport where possible - car, bicycle, walking - maintaining social distancing where possible. When travelling by public transport: <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 	Review Guidance: <u>How to wear and make a cloth face covering</u> <u>Coronavirus (COVID-19): UK transport and travel advice</u> Those using public transport are identified and encouraged to refer to governments <u>safer travel guidance for passengers</u> .			

tissue in the bin <ul style="list-style-type: none"> • 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 			
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Hazard	To Whom	Severity	Likelihood	Risk
Pupil uncertainty surrounding attendance/return to school	Stress and anxiety impacting themselves and staff	4	1	4
Existing Precautions		Additional Precautions		When
<p>Good communication of Covid19 controls measures/arrangements to parents and pupils provides reassurance on attendance or return to school. 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>				Ongoing

Hazard	To Whom	Severity	Likelihood	Risk
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Children who are non-compliant / displaying challenging behaviour	Pupils Staff	4	1	4	
Existing Precautions		Additional Precautions		Who	
<ul style="list-style-type: none"> 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. 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. 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. 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. 		<p>Review Guidance:</p> <p>Planning guide for primary schools</p> <p>Guidance for secondary school provision from 15 June 2020</p> <p>For further information visit: NCC Local SEND Offering 0-25 yrs.</p> <p>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.</p> <p>Advice given on the use of restrictive physical interventions by front line staff (available from Inclusive Education Services).</p>		Staff - teachers and support	1st June

Hazard	To Whom	Severity	Likelihood	Risk
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<p>Reducing contact point activities.</p> <p>Use of communal areas - toilets, corridors, sports halls, dining hall, outdoor spaces, staff room, offices</p>	<p>Pupils Teachers</p>	<p>1</p>	<p>1</p>	<p>1</p>	
Existing Precautions		Additional Precautions		Who	When
<p>Consider reducing contact situations such as:</p> <ul style="list-style-type: none"> ● Assemblies - to be held in classrooms. ● Sports activities - class competitions only and no swimming at present (possibly Summer Term for small KS 2 group). ● Disinfecting of toys and other play equipment which pupils are in regular contact with - only use within one class group. ● Remove playground equipment from circulation except class bubbles of equipment. ● Governors meetings to be held virtually. ● Only one child sent to the toilet per class at any one time. ● Reading books to be issued for home to school use with handwashing before and after use - books left for 72 hours before sending home with another child. ● Virtual recruitment through video conferencing. ● Class changeover/break times are staggered to reduce the level of circulation throughout school. (One-way circulation routes in place). <ul style="list-style-type: none"> ● Hall, dining areas are used for lunch/indoor sporting activities. Lunches in classrooms These areas can be shared as long as different cohort groups do not mix (and especially do not play sports or games together) and adequate cleaning between group use takes place. <ul style="list-style-type: none"> ● 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. <ul style="list-style-type: none"> ● Lunch breaks are staggered. Children clean their hands before entering in their cohort 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 		<ul style="list-style-type: none"> ● Swimming cancelled, music lessons with external tutors, dance teacher and art workshops all cancelled – all non-essential visitors. ● Consider employees music CD and JB to attend if well providing they follow social distancing measures. ● No contact sports. ● All non-essential Governor business postponed until school re-opens. ● All meetings held virtually where possible. ● JB PE staff sent PE delivery during Covid-19 guidance sent from Active Northumberland 18th May ● Steps are taken to limit resources that are taken home by staff and pupils - reading books. 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. ● 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. [it is accepted that this won't always be possible and schools should balance this against the practicality of completing lunch sittings within a reasonable timescale]. <p>When reviewing areas/spaces consider:</p> <p>Widening routes where possible.</p>		<p>Headteacher.</p>	<p>23rd March 2020</p>

<ul style="list-style-type: none"> • 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 - 5 chn • 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. • PE activities are carried out in line with the latest <u>guidance from AfPE</u> and activity risk assessments reviewed. • Staff breaks are staggered to avoid congestion. Measures are applied within shared offices and staff room to implement social distancing. 	<p>Removing unnecessary obstacles.</p> <p>Signing and communications:</p> <ul style="list-style-type: none"> - markings/signage at entrances - movement intersections. - encouraging people to wait and allow others to pass <p>One-way movement.</p> <p>Separate entry and exit routes where possible.</p> <p>.</p> <p>Accommodate extended queuing:</p> <ul style="list-style-type: none"> - Defined queue areas <p>Closure of vehicle traffic routes to pedestrianise (permanently or temporarily - CB)</p> <p><i>Deliveries.</i></p> <p><i>People with additional needs.</i></p>		
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Hazard	To Whom	Severity	Likelihood	Risk
Contact with others who may have Coronavirus	Staff	4	2	8
Inadvertent transmission to others	Children	4	2	8
Exposure to live virus resulting in contracting Coronavirus.	Contractors	3	2	6
Exacerbation of existing medical conditions.	General	3	2	6
<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. Staff who are 'clinically extremely vulnerable (who were previously shielding) continue to work from home where this is possible e.g. some admin roles. Where this isn't possible, their job role and activities have been reviewed to</p>	<p>See: COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable</p> <p>See generic risk assessments for clinically/extremely clinically vulnerable staff</p> <p>BAME risk assessment</p>			

ensure they can work remotely or are able to socially distance from others. An individual risk assessment is in place for each staff member recording the details of the medical condition and what reasonable adjustments have been made to their job role prior to the staff member returning to school. Advice is sought from the school's own HR/Occupational Health provider where necessary and always for staff who have previously been shielding. [schools in the HR SLA should forward these in the first instance to Schools.HR@northumberland.gov.uk]

Staffing levels are reviewed to ensure adequate levels are in place at all times.

Children

Children in clinically vulnerable and clinically highly vulnerable health categories (as defined by PHE guidance)

Most pupils in the "Clinically Extremely Vulnerable" who have been shielding are now able to return to school (with a small number of exceptions identified by the child's consultant/GP) along with those children classed as "Clinically Vulnerable". An individual risk assessment has been carried out in consultation with the child's parents and the relevant healthcare professional(s). Advice from health professionals/GP involved in the child's care is essential in these circumstances. Individual Healthcare Plans are checked to ensure they are up to date and include advice from the relevant health professional and must be in line with PHE guidance.

All Visitors/Contractors

These are limited to essential visits only during the school day, with contractor activities taking place outside of normal school hours. Contractors will not be allowed access without prior appointment-and only for essential activities.

Visitor contact information is retained for 21 days to support the NHS test and trace programme (Visitor Audit/Questionnaire). - This should include details of all visiting staff.

Head teachers/Senior managers are to ask staff to update them immediately if their situation changes.

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.

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. [Supporting children and young people with SEND as schools and colleges prepare for wider opening](#)

Where there are concerns about the health provision for a child or young person, urgent advice must be sought from a healthcare professional.

When making appointments,

General

General measures which been applied within school

- grouping children together
- avoiding contact between groups
- arranging classrooms with forward facing desks
- staff maintaining distance from pupils and other staff as much as possible

Staff communicate to children regarding social distancing / personal hygiene etc. Government guidance on [Coronavirus \(COVID-19\): implementing protective measures in education and childcare settings](#) is followed. Key issues include:

Anyone displaying any symptoms of coronavirus are not permitted on the premises.

Social distancing of 2m is applied throughout the school where possible (specific school/task risk assessments should be amended as appropriate).

Seating/desk arrangements have been identified in offices, i.e workstations are socially distanced, & space has been allocated around equipment, such as printers.

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.

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.

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. Face coverings should not be worn in schools as a general rule. Arrangements have been put in place should a pupil arrive wearing one - disposable masks to be put into a bin bag in a

contractors/visitors are briefed on the requirements for social distancing and PPE and not to attend school if displaying symptoms of COVID19.

Notices and information displayed in school.

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.

<p>lidded bin, reusable covering to be placed by the pupil into a bag to take home.</p> <p>Cleaning frequently touched surfaces often using standard products, such as detergents and bleach (if appropriate)</p> <p>Minimising contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables</p>			
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Hazard	To Whom	Severity	Likelihood	Risk
<ul style="list-style-type: none"> Vulnerable Children including those with EHCP 	<p>Pupils Parents</p>	3	3	9
Existing Precautions	Additional Precautions	Who	When	
<p>Consider providing additional support by:</p> <ul style="list-style-type: none"> Providing specific learning packs, equipment, resources to assist additional learning at home. Regular contact with parents to ensure appropriate provision in place and review EHCP to make sure targets appropriate. Ensure all children with an open social work case are reviewed. Follow attendance guidelines to follow up non-attenders. Operation Encompass notifications of Domestic Violence at home checked daily – support offered to families if needed. EHCP reviews offered in timescale virtually or postponed with parental agreement until school routines established. 	<ul style="list-style-type: none"> Offer respite care for EHCP. Attendance policy procedures for those who do not turn up to school. Online e-safety support offered to all parents via parentmail for those taking part in online learning activities. Encourage parents to take up the place if not the case in Sept. 	Headteacher.	1st July 2020	

Risk assessment created 22nd March 2020 by Louise Fletcher

Reviewed 12th May 2020 to add additional children returning potentially on 1st June.

Reviewed 21st May 2020 to add information regarding vulnerable employees and Chester Bears arrangements, NCC risk assessment guidance regarding first aid, working from home, flammable hand sanitiser and building checks.

Reviewed 1st June to add test and trace information
Reviewed 6th June to update staffing circumstances including BAME and append school transport information.
Reviewed 9th June following updates to NCC template from consultation with unions.
Reviewed amended and deleted based on Sept 2020 guidance 2nd July
Reviewed and amended based on CB input 7th July 2020
Reviewed and amended 10th July to include new information regarding visitors to school
Reviewed and amended 5th August following new NCC updated risk assessment
Reviewed and amended 1st September following staff consultation and updated Government and NCC school transport guidelines.

This risk assessment should be read in conjunction with NCC risk assessment

Additional Information: [guidance on completion: risk assessment form](#)

Existing service/task specific risk assessments and guidance provided by the government/Public Health England and internally at NCC.

Government/Public Health England Advice: <https://www.gov.uk/coronavirus>

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

Vulnerable Staff - Risk assessments (including BAME)

School Transport - Northumberland County Council

Communication with Parents & Staff

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.

Regular information sharing and communication with staff. Use of IT software for virtual meetings, e.g. Google Meet.

Parents are kept informed of changes in timings to the school day and the arrangements put in place by the school to comply with the government guidance to keep children safe via Parentmail.

