

## Risk Assessment Form (RA1)

<b>School: West Tyne Church Schools (Henshaw and Greenhead CE Primary Schools)</b>			
<b>Activity:</b> Schools <i>fully opening from September 2020</i> during COVID19 pandemic <i>Version 3 Updated 25 August 2020 (See coloured text for updates; also recorded in Document History)</i> <i>Version 4 Updated 2.9.2020</i> <i>Version 5 Updated 18.9.2020</i> <i>Version 6 Updated 10.11.20</i> <i>Version 7 Updated 16.12.2020</i> <i>Version 8 Updated 6.1.2021</i>			
<i>To be read in conjunction with <a href="#">NCC Health and Safety Bulletin and Guidance for full opening: schools</a>  <a href="#">Guidance for full opening: special schools and other specialist settings, Local Restrictions tiers - What you need to know</a></i>			
<b>People at Risk:</b> Staff, pupils, visitors, volunteers, parents, contractors  <i><b>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. <b>Schools should retain copies of all previous versions of their risk assessment</b></b></i>		<b>Additional Information:</b> <a href="#">guidance on completion: risk assessment form</a> Existing service/task specific risk assessments and guidance provided by the government/Public Health England and internally at NCC.	
Name of Person Completing Form: S Hutchinson		Job Title: Executive Head Teacher    Date: 6.1.2021    Review Date: 17.1.2021	

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>Inadequate testing/maintenance and fire safety arrangements during the covid19 pandemic.</i>	<i>Equipment / system failure leading to enhanced physical or biological risks to people</i>	<i>M</i>	<p><i>Schools are open for critical workers and vulnerable children until Monday 22<sup>nd</sup> February (NB/ half term will happen Friday 12<sup>th</sup> February-Monday 22<sup>nd</sup> February).</i></p> <p><i>Statutory testing and maintenance, such as water hygiene testing/flushing, lifts, gas supply/safety, fire alarm system, emergency lighting, fixed electrical installation, play/sporting equipment are maintained as normal.</i></p> <p><i>Fire evacuation procedures have been reviewed and a fire drill is planned [roll call lists updated/each class or cohorted group should stay together (where 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 sound of the evacuation alarm and be able to respond to it]. In an emergency situation, a full evacuation will take place as usual.</i></p>	<i>L</i>	<p><i>Provision is in place to make adjustments and revisit fire drills.</i></p> <p><i>Fire risk assessment 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.</i></p> <p><i>[See <a href="#">H&amp;S FAQ document</a> for further information on carrying out fire drills].</i></p>
<p><i>Inadequate ventilation.</i></p> <p><i>Unable to achieve a comfortable (or legal minimum) temperature within the building.</i></p>	<p><i>Increase in risk of transmission of Covid19.</i></p> <p><i>Occupants become cold - poor concentration levels impact on learning.</i></p>	<i>H</i>	<p><i>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 <a href="#">H&amp;S FAQ document</a>, <a href="#">CIBSE - Ventilation Guidance</a> and the latest <a href="#">government guidance for schools</a>.</i></p>	<i>L</i>	<p><i>Occupied rooms with no ventilation - their use should be avoided.</i></p> <p><i>Consider installation of window fans to provide natural ventilation.</i></p> <p><i>Ceiling fans/portable fans can be used to aid air flow where</i></p>

			<p><i>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.</i></p> <p><i>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)</i></p> <p><i>Opening high level windows in preference to low level to reduce draughts</i></p> <p><i>Rearranging furniture where possible to avoid direct drafts.</i></p> <p><i>[For mechanical ventilation and extraction system please refer to documentation above].</i></p>		<p><i>there are stagnant air pockets in rooms.</i></p> <p><i>Providing flexibility to the school uniform policy to allow additional, suitable indoor clothing to be worn.</i></p> <p><i>[Wall mounted fan convactor 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.]</i></p>
<i>Inadequate safety management documentation (policies, risk assessments etc)</i>	<i>Increased risk of contracting Coronavirus through lack of planning.</i>	<i>M</i>	<p><i>The arrangements in the Covid19 risk assessment are monitored (detail specific arrangement for this) 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.</i></p> <p><i>New procedures have been documented for:</i></p> <ul style="list-style-type: none"> <li><i>• Individuals becoming Covid symptomatic on site or the school becoming aware of someone</i></li> </ul>	<i>L</i>	<p><i>Advice will be provided directly from the NCC public health team. The <u>Northumberland Local Outbreak Prevention Plan</u> is also available on the County Council webpage.</i></p>

			<p><i>symptomatic who has recently attended the school.</i></p> <ul style="list-style-type: none"> <li><i>Responding to localised lock down and subsequent school closure e.g. arrangements for remote learning/working.</i></li> </ul> <p><i>Responding to an outbreak of Coronavirus - see section below.</i></p>		
<p>Contact with others who may have Coronavirus</p> <p>Inadvertent transmission to others</p>	<p>Exposure to live virus resulting in contracting Coronavirus.</p> <p>Exacerbation of existing medical conditions.</p>	H	<p><b>Staff</b></p> <p><i>Staff who are 'clinically vulnerable', pregnant or from a BAME background, are able to return to work and an individual risk assessment is in place for these individuals. This includes those living in a household with someone who is clinically extremely vulnerable.</i></p> <p><i>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 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.</i></p>	M	<p>See: <a href="#">COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable</a></p> <p><a href="#">See generic school risk assessments for clinically/extremely clinically vulnerable staff</a></p> <p>Staff with Mild Asthma – staff to notify SL team with regards to concerns about asthma.</p> <p><a href="#">BAME risk assessment- N/A</a></p> <p>Head teachers/Senior managers are to ask staff to update them immediately if their situation changes.</p> <p><b>Up to date contact details requested 7.7.2020</b></p> <p><a href="#">Pregnant workers model risk assessment</a> (to be completed in</p>

		<p><i>[schools in the HR SLA should forward these in the first instance to <a href="mailto:Schools.HR@northumberland.gov.uk">Schools.HR@northumberland.gov.uk</a>]</i></p> <p><i>Staffing levels are reviewed to ensure adequate levels are in place at all times.</i></p> <p><b>Managing confirmed cases of coronavirus (COVID-19) amongst the school community-</b> where there is a positive test schools should contact their local health protection team to carry out a rapid risk assessment. Based on the advice from the health protection team schools must send out those who have been in close contact with the person who has tested positive and ask them to self-isolate for 14 days. Close contact is defined in the guidance but this should always be decided in discussion with the health protection team. Schools are recommended to keep a 'proportionate' record of pupils and staff in each group and any close contact between children and staff in different groups. Household members of contacts who have been sent home to self-isolate do not need to self-isolate unless the individual sent home develops symptoms within the 14 day period. If someone sent home tests positive they should inform school immediately and isolate for at least 10 days from onset of symptoms.</p> <p><i>In some cases, health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure – perhaps the whole site or year group. If schools are implementing controls from this list, addressing the risks they have identified and therefore reducing transmission risks, whole school closure based on cases within the school will not generally be necessary, and should not be considered except on the advice of health protection teams.</i></p>	<p><i>conjunction with the above assessment for vulnerable staff).</i></p> <p><i>We acknowledge as a Federation that we share members of staff who travel from site to site. Timetables have been re-organised to prevent the movement as much as possible but for some members of staff it is impossible e.g./ Senior leaders, kitchen staff and midday supervisors. In order to run the school at full capacity to have all the children back, we cannot prevent the crossover of staff or children. We also acknowledge that we share staff for PPA cover and wraparound care. Again we have taken precautions to make sure we follow the hygiene procedures appropriately and staff members remain vigilant. We know, however, that despite all of this, that staff members will be in contact with all children on a weekly basis and this cannot be prevented and will take advice from the Local Health Protection Team as to whether we need to close the entire school depending on whether any child or staff member displays symptoms.</i></p>
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		<p><i>Children</i></p> <p><i><u>Children in clinically vulnerable and clinically extremely vulnerable health categories (as defined by PHE guidance)</u></i></p> <p><i>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 or local restrictions. Appropriate arrangements should be made so that education can continue at home.</i></p> <p><i>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 Healthcare Plans for all pupils are checked to ensure they are up to date and include advice from the relevant health professional, where appropriate [see also <u>model risk assessment for CV/CEV pupils</u>]</i></p> <p><i>Children who live with someone who is clinically extremely vulnerable, but who are not clinically extremely vulnerable themselves, should still attend school.</i></p>		<p><i>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.</i></p> <p><b><i>EHCP details available in school for NCC staff only.</i></b></p> <p><i>Where children have an Individual Healthcare Plan, arrangements must be made to ensure that any adults supervising the child understand and are familiar with the plan and have received any training that is indicated to care for the child. <a href="#">Supporting children and young people with SEND as schools and colleges prepare for wider opening</a></i></p>
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			<p><b>All Visitors/Contractors</b></p> <p><b>All Visitors/Contractors</b></p> <p><i>External visits are restricted to those that are absolutely necessary (this would include essential maintenance required). Where possible these are arranged to avoid visiting during the school day, with contractor activities taking place outside of normal school hours. Contractors will not be allowed access</i></p>	<p><i>but limiting the number of people who attend them is essential when the COVID rates are climbing as they are now.”</i></p> <p><i>As employers’ schools must do everything reasonable to reduce and manage risk under health and safety legislation (this means controlling risk not removing risk entirely).</i></p> <p><i>It is a governing body decision whether to allow part time attendance if parents work part time, this could reduce numbers in school but need to consult with staff and also ensure it can work operationally with providing in-school and remote learning. For continuity and consistency and to provide a curriculum appropriate for all and for home and school learning, governors have decided that children who have been allocated a place, need to attend school full time.</i></p> <p><i>When making appointments, contractors/visitors are briefed on the requirements for social distancing and PPE and not to attend school if displaying symptoms of COVID19.</i></p> <p><i>Notices and information displayed in school.</i></p> <p><i>The location of items (e.g. signage, hand sanitiser stations, lidded bins in classrooms and in other key locations) is reviewed and cited with</i></p>
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		<p>without prior appointment and only for essential activities.</p> <p>Visitor contact information is retained for 21 days to support the NHS test and trace programme (<a href="#">Visitor Audit/Questionnaire</a>). This should include details of all visiting staff.</p> <p><b>General</b></p> <p><i>General measures which been applied within school</i></p> <ul style="list-style-type: none"> <li>• grouping children together</li> <li>• avoiding contact between groups</li> <li>• arranging classrooms with forward facing desks</li> <li>• staff maintaining distance from pupils and other staff as much as possible</li> </ul> <p>Staff communicate to children regarding social distancing / personal hygiene etc. Government</p>	<p>regard to site specific circumstances to ensure ease of use.</p> <p>GH and Henshaw are to provide essential visitors only with a record book to complete to support the NHS track and trace programme.</p> <p>A declaration must be signed by all staff and visitors to inform SLT and Governors that to their knowledge they have not been in contact with anyone who has CV symptoms, anyone who has had a positive COVID-19 test result or they have not been contacted by NHS Test and Trace.</p> <p>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> <p>Key Worker and Vulnerable parents received a letter (4.1.2021) outlining information relevant until 22<sup>nd</sup> February 2021. COVID restrictions in the school building still apply.</p> <p>Parents received a letter via email</p> <p>• Parents are to drop children off and collect them promptly. Parents will not be allowed onto the school</p>
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		<p>guidance on <a href="#">Guidance for full opening: schools</a> is followed. Key issues include:</p> <p>Anyone displaying any symptoms of coronavirus are not permitted on the premises.</p> <p>Social distancing of 2m is applied throughout the school <u>where possible</u> (specific school/task risk assessments should be amended as appropriate).</p> <p>Seating/desk arrangements have been identified in offices, i.e workstations are socially distanced, &amp; space has been allocated around equipment, such as printers.</p> <p>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.</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>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. <i>Face coverings are worn when required under national or local rules (in areas classed as High or Very High risk) or where use has been risk assessed as being required [see separate <a href="#">model risk assessment on use of face coverings</a> [add link to school specific assessment or record decision/arrangements here]. Arrangements have</i></p>	<p>premises and if there are any queries/ issues the parent must arrange a telephone appointment via the school office with the class teacher at a mutually convenient time.</p> <ul style="list-style-type: none"> <li>• Parents are to be reminded about the COVID-19 symptoms in the weekly newsletters and must not come onto the school premises if any symptoms are present.</li> <li>• Before and After School club (wraparound care) will continue as normal but staff led after school clubs will not be happening.</li> <li>• School staff will remind children of the 1M+ rule throughout the course of the day. Surplus furniture will be removed to adhere to this rule as much as possible given the layout of the building and that all children are expected to return in the autumn term.</li> <li>• Desks are to be arranged in rows in a forward facing position with the exception of EYFS classrooms and KS1 at Greenhead due to the curriculum needs and limited space.</li> <li>• The staffroom will be used by a maximum of three members of staff at one time - minimum use throughout the day. Staff must bring</li> </ul>
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		<p><i>been put in place should a pupil arrive wearing one - disposable masks to be put into a bin bag in a lidded bin, reusable covering to be placed by the pupil into a bag to take home.</i></p> <p><i>Cleaning frequently touched surfaces often using standard products, such as detergents and bleach (if appropriate)</i></p> <p><i>Minimising contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables.</i></p>	<p><i>in their own cutlery/ crockery and cups</i></p> <ul style="list-style-type: none"> <li><i>• Hand sanitising stations will be available for essential visitors to use upon entry and exit to the building.</i></li> <li><i>• Follow the COVID -19: cleaning of non -healthcare settings guidance</i></li> <li><i>• Ensure that sufficient handwashing facilities are available. Where a sink is not nearby, provide hand sanitiser in classrooms and other learning environments</i></li> <li><i>• Clean surfaces that children and young people are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, more regularly than normal Ensure that all adults and children:</i></li> <li><i>• Frequently wash their hands with soap and water for 20 seconds and dry thoroughly. Review the guidance on hand cleaning</i></li> <li><i>• Clean their hands on arrival at the setting, before and after eating, and after sneezing or coughing</i></li> <li><i>• Are encouraged not to touch their mouth, eyes and nose</i></li> <li><i>• Use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it')</i></li> </ul>
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					<ul style="list-style-type: none"> <li>• Ensure that help is available for children and young people who have trouble cleaning their hands independently- staff to wear PPE if necessary.</li> <li>• Consider how to encourage young children to learn and practise these habits through games, songs and repetition</li> <li>• Ensure that lidded bins for tissues are emptied throughout the day</li> <li>• Where possible, all spaces should be well ventilated using natural ventilation (opening windows) or ventilation units - Intervention Room at Henshaw must not be used.</li> <li>• Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation</li> <li>• There is no need for anything other than normal personal hygiene and washing of clothes following a day in an educational or childcare setting</li> </ul> <p>Soft furnishings are to be removed from classrooms e.g. cushions, rugs, beanbags etc...</p>
All teaching/classroom activities; early	Contracting coronavirus - staff and pupils, passing onto	H	<b>Cohort (bubble) Groups (see also <a href="#">H&amp;S briefing for Heads</a>)</b> <i>The school has cohorted groups so that staff and pupils generally only mix with others in a consistent</i>	L	Review Guidance <a href="#">Guidance for full opening: schools</a>

years, primary and secondary (see also section on 'Shared Learning Spaces/practical teaching below)	vulnerable persons		<p>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 (enter school specific detail; the following is given as guidance):</p> <ul style="list-style-type: none"> <li>○ EYFS: Setting should still consider how they can minimise mixing between groups, however they can return to normal group sizes.</li> <li>○ Key Stage 1 &amp; 2 - Full class sized cohorts (if possible)</li> <li>○ Key Stage 3 - Full class sized cohorts (if possible)</li> </ul> <p>Where larger bubble groups are required, 'class groups' are kept in the same room with the same 'class group' as much as possible. Mixing of 'class groups' is minimised as much as possible. (A record is kept of staff/pupils within each group and any close contact between different groups in the event of an outbreak of Covid19).</p> <p><b>Social Distancing</b></p> <p>As the school is fully open to all year groups, it is accepted that social distancing cannot always be achieved (especially for younger children). However, it should be applied wherever possible. 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><a href="#">Planning guide for early years and childcare settings</a></p> <p><a href="#">Protective measures for holiday and after-school clubs, and other out-of-school settings during the coronavirus (COVID-19) outbreak</a></p> <p>No sharing of stationery etc- children will be provided with their own packs.</p> <p><b>Note:</b> Government guidance states that schools should not put rotas in place.</p> <p>(4.1.2021) Breakfast and After School club at Henshaw has been postponed until further notice. Before and After School club will go ahead as planned at Greenhead. Schools should also work closely with any external wraparound providers which their pupils may use, to ensure as far as possible, children can be kept in a group with other children from the same bubble they are in during the school day]. Further guidance is available below: <a href="#">Guidance for full opening: schools - Wraparound provision and extra curricular activity</a></p>
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			<p><b>General arrangements</b></p> <ul style="list-style-type: none"> <li>• Pupils taught to adopt good hand and respiratory hygiene, to maintain suitable distancing (where possible) and to report if they are unwell.</li> <li>• 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.</li> <li>• Staff informally monitor for presence of symptoms.</li> <li>• Regular cleaning initiated (see below).</li> <li>• Where possible the same teaching staff work with the same groups</li> <li>• 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.</li> <li>• 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.</li> <li>• Timetabling has been reviewed to stagger school activities where possible (PE, Outdoor Learning, assemblies, break times, lunch, pick up/drop off) to reduce movements and incidence of group mixing, including parents.</li> <li>• Equipment use has been revised and measures to prevent simultaneous (as well as cleaning, below) use and reduce consecutive use have been introduced.</li> <li>• 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.</li> </ul>		<p>(4.1.2021) Timetables have been updated and timings are staggered for all KW/ V children's class bubbles regarding play times and lunches. Children will remain in their class bubbles with an allocated member of staff.</p>
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Use of shared learning spaces by different cohort (bubble) groups and teaching of practical activities	Contracting coronavirus - staff, pupils, public	H	<p>In addition to the arrangements above, the following measures are in place for use of shared learning spaces/teaching of practical subjects:</p> <ul style="list-style-type: none"> <li>Activities undertaken are reviewed to allow teaching to take place in usual/assigned class space wherever possible.</li> <li>Where this isn't possible and practical activities are required to take place in classrooms shared between bubble groups (e.g. school hall etc...frequently touched areas, desks, chairs etc and any shared equipment are cleaned between bubble group use (or left for 48 hours, 72 hours for plastics).</li> <li>Those teaching practical subjects to a range of groups maintain social distancing and remain at the front of the class where possible.</li> </ul> <p>Staff have reviewed lesson plans and risk assessments are in place for use of practical areas and for activities taking place e.g. PE, music, domestic science, art etc [signpost or link to specific risk assessments]</p>	L	<p>PE activities are carried out in line with <a href="#">Guidance for full opening: schools</a> (which signposts to all relevant other publications) . Schools must only provide team sports on the list available at <a href="#">return to recreational team sport framework</a>. <a href="#">Reviewed PE risk assessment completed (SM 24.8.2020)</a></p> <p>(4.1.2021)PE activities will be reviewed with NUFC.</p> <p>Music - activities are undertaken in line with <a href="#">Guidance for full opening: schools</a> and <a href="#">working safely during coronavirus (COVID-19): performing arts</a>. National/local rules in place in relation to performances in front of audiences are being followed [in Tier 3, these are not permitted (see <a href="#">H&amp;S FAQ document</a>)]</p> <p>Science - practical work is in line with <a href="#">CLEAPPS Guide to doing practical work during the COVID-19 pandemic</a>. Risk assessments are in place.</p>
Use of communal areas - toilets, corridors, sports halls, dining hall, outdoor spaces,	Contracting coronavirus - staff pupils, visitors, parents/carers	H	Class changeover/break times are staggered to reduce the level of circulation throughout school. (One-way circulation routes should be considered, or place a divider down the middle of the corridor if the width allows).	M	<p>When reviewing areas/spaces consider:</p> <p>Widening routes where possible. Removing unnecessary obstacles. Signing and communications:</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. 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>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].</i></p>	<ul style="list-style-type: none"> <li>- markings/signage at entrances</li> <li>- movement intersections.</li> <li>- encouraging people to wait and allow others to pass</li> </ul> <p>One-way movement. Separate entry and exit routes. Enlarge access and exits. Accommodate extended queuing:</p> <ul style="list-style-type: none"> <li>- Defined queue areas</li> <li>- "Do not join the queue" when capacity reached signs</li> </ul> <p>Deliveries. People with additional needs. Use of stewards.</p> <p>4.1.2021- Children will remain in their class bubbles and have lunch in their classrooms following a staggered timetable.</p> <p>Lunch time seating plan to be devised and children are to sit in those specific seats during their lunch break until further notice (NH/YR/GB)</p> <p>Henshaw and Greenhead-Kitchen staff use a Runvian ULV fogger and antiviral disinfectant at the end of each lunch time session to disinfect the chairs, tables and hall.</p>
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			Arrangements are in place to ensure that toilets do not become crowded by limiting the number of children or young people who use the toilet facilities at one time		
<p>Staff use of communal areas/working with different groups.</p> <p>Use of supply teachers and temporary workers</p>	Contracting coronavirus - staff pupils, visitors, parents/carers	H	<p>Staff breaks are staggered to avoid congestion in staff rooms. <b>Shared crockery/cutlery has been removed and staff use their own equipment.</b> Consider making additional space available for staff to take breaks and plan how spaces are to be set up, for example, use of floor markings to help staff maintain distancing, limit number usage, remove chairs to minimise use of the space, etc. More frequent cleaning of shared spaces should also occur.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>Temporary staff and visiting staff will be expected to comply with the school's arrangements for managing and minimising risk, including taking particular care to maintain distance from other staff and pupils.</p> <p>Review and implementation of longer term staff contracts/arrangements across a broader time period to minimise numbers of contacts.</p>	L	<p>4.1.2021- Staff will remain in their class bubbles and the staffroom will only be used to collect refreshments/ make refreshments. Information below still applies regarding masks.</p> <p>Review and apply the guidance for working safely in offices if applicable (e.g receptions and shared offices)</p> <p><u>Offices and contact centres - Working safely during coronavirus (COVID-19) - Guidance</u></p> <p>All staff will now wear masks in communal areas and in their own classroom spaces if they wish to do so (however this is not a requirement)</p> <p>GH staff have a selection of masks and visors to include all staff. Parents have also been asked to wear a mask at collection and drop off points.</p>

Outdoor education on-site and off-site visits	Contracting coronavirus - staff, pupils, public	H	<p>General control measures listed by this risk assessment are implemented as far as they are able to ensure that the risk of virus spread for both staff and children is as low as possible.</p> <p>The NCC Guidance for <a href="#">Outdoor Education - Schools &amp; Establishments during COVID-19 for Planning Safe Activities</a> is followed. Located within the Resources Section on the Evolve system under "Guidance".</p> <p>Educational Visit Coordinator &amp; Heads receive policy guidance updates and actively check for updates on the Evolve system.</p>	L	<p>On site activities: Submission of an Evolve form is not required, however where risks are significant or are not already covered with another risk assessment the activity must be subject to a written risk assessment.</p> <p>Off site activities: Submission of an <a href="#">Evolve</a> form is required for all Off site visits. Note <a href="#">DfE</a> and <a href="#">FCO</a> advice and <a href="#">OEAP National Guidance</a>.</p>
Play activities	Contracting coronavirus - staff and pupils	H	<p>Existing school play risk assessment has been reviewed against government advice and shared with staff.</p> <p>Break times are staggered (including lunch), so that children are not moving around the school at the same time.</p> <p>Multiple cohorted groups do not use play equipment simultaneously. It is only used by separate groups, 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.</p> <p>Soft furnishings, soft toys and toys that are hard to clean have been removed from classrooms.</p>	L	<p>(4.1.2021) Staff will remain in their class bubbles and follow a new staggered timetable.</p> <p>Due to limited staffing numbers, break times and lunch timings will remain the same.</p> <p>Playground equipment will be thoroughly cleaned after use, if used at all. Mainly plastic items.</p> <p>Henshaw- x5 packets of tennis balls donated, one pack for each day.</p> <p>Tennis balls can be used and stored in their packs and placed into quarantine until the following week.</p>
Provision of school meals service	Contracting coronavirus - staff, pupils		<p>The school kitchen is fully open and normal legal requirements will apply. Kitchen operations comply with the <a href="#">guidance for food businesses on coronavirus (COVID-19)</a>.</p> <p>Catering staff are aware of the content of this risk assessment and the measures required for use of</p>		<p>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)</p>

			<i>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>		
<i>Parents/carers picking up/collecting pupils from school</i>	<i>Contracting coronavirus - staff, pupils, public</i>	<i>H</i>	<p><i>Routes, layouts and congregation points have been reviewed and measures introduced to aid circulation so social distancing may be maintained.</i></p> <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.</i></p> <p><i>(enter specific arrangements as to how this will be achieved).</i></p> <p><i>Staff briefed on the arrangements to be applied.</i></p> <p><i>Children, young people, parents/carers are advised:</i></p> <ul style="list-style-type: none"> <li><i>• Not to enter the building if displaying any symptoms of coronavirus (COVID-19).</i></li> <li><i>• Only to attend one at a time</i></li> <li><i>• Of the designated pick up and drop off protocols (time, location, process) to minimise contact.</i></li> <li><i>• Not to gather at entrances, gates or doors unless have pre-arranged appointments.</i></li> </ul> <p><i>School digital communications channels used to engage and advise parents on protective steps being taken and associated requirements.</i></p>	<i>L</i>	<p>4.1.2021 Parents have received a letter regarding updates until Monday 22<sup>nd</sup> February. Parents of KW and V children have received a separate letter to outline specifics until Monday 22<sup>nd</sup> February. Children will enter and exit the building via the main door.</p> <p><i>Parent letter:</i></p> <p><i>Henshaw- We will still be operating our one way system- queuing down the path, 1m+ apart, allowing your child/children to come into school independently and then continuing to follow the path in front of the new classroom and out of the side gate back to the car park via the pavement. If the queue on the path is full, please adopt the common sense approach and remain in your vehicle or socially distanced on the pavement if on foot until the queue reduces and then join. We ask that you have patience with us and adhere to the system to avoid frustration. We will be opening the doors at 8.40am to allow extra time to get children into school and to aim to reduce congestion.</i></p> <p><i>At home time the children are sent out to parents to follow the one-way system in groups following staggered timings from 3pm-3.20pm. Children</i></p>

					<p><i>in After school club are taken to the Nursery classroom. Parents have been asked to remain in their cars until their child/ children's allocated time slot. Parent shave been reminded not to park in the taxi/ bus bays so that the children being collected by school transport can access the vehicles safely.</i></p> <p><i>Greenhead- We will be operating out of three doors to reduce large gatherings at the front of school at the start and end of the school day.</i></p> <ul style="list-style-type: none"> <li><i>• The Reception, Year 1 and Year 2 children will access their classrooms via the door on the right-hand side of the building.</i></li> <li><i>• Children in Years 3 and 4 will enter and exit school via the main office entrance</i></li> <li><i>• Children in Years 5 and 6 will enter via the gate into the playground and the back door. The children in Years 5 and 6, once they see an adult at the trim trail, can enter the school yard themselves and go straight into school.</i></li> </ul> <p><i>We appreciate that siblings may be in more than one group and parents will have to travel between doors. We ask that you start with your oldest child, drop them off first and then the other child/ children in age order. Please be patient with us at this time. We will open the doors at 8.40am to allow extra time to get the children</i></p>
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					<i>into school and to aim to reduce congestion.</i>
<i>Use of School Transport (external provision only)</i>	<i>Contracting coronavirus - staff, pupils, transport provider</i>	<i>H</i>	<p><i>Steps taken to ensure anyone who becomes symptomatic does not use School Transport.</i></p> <p><i>Areas under lockdown are avoided unless travel into/out of that area is essential.</i></p> <p><i>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.</i></p> <p><i>The degree of public transport use by pupils is quantified so; a) arrival and departure times are staggered to minimise and reduce intensity of use of public transport 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.</i></p> <p><i>Providers have taken steps to adapt vehicle use accordance with NCC School Transport Risk Assessment for Coronavirus to facilitate use of hand sanitiser, social distancing and use of face coverings.</i></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"> <li><i>grouping school based cohorts together on designated school transport so children either sit with their 'bubble' or within the same constant group.</i></li> </ul>	<i>M</i>	<p><i>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.</i></p> <p><i>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.</i></p> <p><i>Stated measures to be reviewed upon publication of new guidance to local authorities on providing dedicated school transport that will build upon existing <a href="#">government guidance</a>.</i></p>

			<ul style="list-style-type: none"> <li>● use of hand sanitiser upon boarding and disembarking</li> <li>● 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</li> <li>● implementing organised queuing and boarding where possible to support social distancing in vehicles where it is possible</li> <li>● 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</li> </ul> <p>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.</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	Only use public transport if you have to; use alternative methods of transport where possible - car, bicycle, walking - maintaining social distancing where possible.	M	<p>Review Guidance:</p> <p><a href="#">How to wear and make a cloth face covering</a></p>

			<p><i>Those using public transport are identified and encouraged to refer to governments <a href="#">safer travel guidance for passengers</a>.</i></p> <p><i>When travelling by public transport:</i></p> <ul style="list-style-type: none"> <li>• <i>Wear a face covering when using public transport if you can (not for use whilst in school) - surgical masks not required .</i></li> <li>• <i>avoid rush hours and busy times if you can</i></li> <li>• <i>cover your cough or sneeze with a tissue, then throw the tissue in the bin</i></li> <li>• <i>follow advice on social distancing</i></li> <li>• <i>wash your hands often with soap and water for at least 20 seconds</i></li> <li>• <i>if soap and water are not available, use an alcohol-based hand sanitiser</i></li> </ul>		<p><a href="#">Coronavirus (COVID-19): UK transport and travel advice</a></p> <p><b>Any staff using public transport must adhere to this guidance and use the hand sanitising stations on arrival to school.</b></p>
Children who are non-compliant / displaying challenging behaviour	Contracting coronavirus - staff, pupils,	M	<p><i>Children who are symptomatic do not attend school. Effective infection control strategies are in place including measures to minimise contact with those who become symptomatic whilst at school.</i></p> <p><i>Current school arrangements including behaviour policy, availability of trained staff and preventative approaches are reviewed/updated taking account of suggested school rules within Government Guidance. Policy communicated to staff, children/pupils and parents/carers.</i></p> <p><i>Those with challenging behaviour only remain in School where measures (e.g. behaviour management plan, workable de-escalation techniques, trained staff) are in place and there is certainty that they will be effective.</i></p>	L	<p>For further information visit: <a href="#">NCC Local SEND Offering 0-25 yrs.</a></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</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>Schools should consider updating their behaviour policies with any new rules or policies, and consider how to communicate rules/policies clearly and consistently to staff, pupils and parents, setting clear, reasonable and proportionate expectations of pupil behaviour.</i></p> <p><i>Schools should set out clearly at the earliest opportunity the consequences for poor behaviour and deliberately breaking the rules and how they will enforce those rules including any sanctions. This is particularly the case when considering restrictions on movement within school and new hygiene rules.</i></p> <p><i>Schools will need to work with staff, pupils and parents to ensure that behaviour expectations are clearly understood and consistently supported, taking account of individual needs and should also consider how to build new expectations into their rewards system.</i></p> <p><i>The disciplinary powers that schools currently have, including exclusion, remain in place. Permanent exclusion should only be used as a last resort. Where a child with a social worker is at risk of exclusion, their social worker should be informed and involved in relevant conversations.</i></p>		<p><i>staff (available from Inclusive Education Services).</i></p> <p><i>Behaviour policy updated and available to read on the school websites to comply with all regulations.</i></p>
<i>Personal care activities</i>	<i>Contracting coronavirus or passing onto vulnerable or shielded children</i>	<i>H</i>	<p><i>Social distancing is implemented where possible.</i></p> <p><i>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</i></p>	<i>L</i>	<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>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. PHE guidance on <a href="#">Putting on PPE</a>; and <a href="#">Taking off PPE</a> is followed by all staff undertaking personal care.</p>		<p>Specific PPE/training is required for staff providing personal care involving an aerosol generating procedure - advice is provided by the school nurse and risk assessment produced.</p> <p>(4.1.2021) Staff have been provided with face masks, face coverings and gloves/ additional PPA are available in school if needed. Staff can wear PPE as and when they decide.</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 <a href="#">COSHH risk assessment</a> are in place for its use.</p> <p>When using alcohol based hand sanitisers make sure all liquid is evaporated before smoking, touching any electrical equipment or metal surfaces which may result in a static shock, or any other source of ignition.</p> <p>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, <a href="#">the school procedure for dealing with this scenario is implemented, which incorporates the PHE guidance on 'cleaning and waste'</a> (ensure cleaning products used comply with this guidance). Staff wear disposable gloves and aprons as a minimum. Hands are washed with soap and water for 20 seconds when all PPE is removed. <a href="#">NCC PPE Risk Assessment</a></i></p> <p><i>Staff know how to put on and take off PPE correctly: PHE - <a href="#">Putting on PPE</a>; PHE - <a href="#">Taking off PPE</a></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><b><i>Classrooms are free of soft furnishings and soft toys and equipment that are hard to clean.</i></b></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.</i></p>
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			See also sections on Pupils and staff displaying symptoms of coronavirus whilst at school.		See sample <a href="#">COSHH risk assessment</a>
Staff displaying symptoms of coronavirus whilst at school	Others contracting virus.	H	<p><b>Schools follow the process detailed in the NCC flowchart “Managing Covid-19 in Northumberland Schools and settings” and complete the <u>report form</u> in relation to the symptomatic person (both for staff and pupils). Once test result is known the form should be updated with this information.</b></p> <p>Head Teacher / School Lead is notified immediately and the staff member is sent home. PHE guidance on self isolation is followed - <a href="#">Stay at Home</a> If they are seriously ill contact 999. <a href="#">The Council’s public health team are notified of all symptomatic persons by emailing: <a href="mailto:publichealthincidentalalerts@northumberland.gov.uk">publichealthincidentalalerts@northumberland.gov.uk</a></a></p> <p><a href="#">Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test &amp; Trace.</a></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><a href="#">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. <a href="#">PHE staff return to work criteria</a> must be applied. Advice can be taken from the local Health Protection Team (HPT) regarding any further requirements for the broader educational setting. The</a></p>	H	<p>Ensure home and emergency contacts are up to date.</p> <p><a href="#">A protocol is in place to cover this eventuality and has been shared with all staff who are clear on what action to take if someone becomes symptomatic whilst at school.</a></p> <p>Staff requested to urgently access the <a href="#">national test and trace programme</a> which is now operational and will involve direct discussion with those in close contact with a person who tests positive for Covid19. 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 <a href="#">briefing</a> document for further information on how the test and trace system will operate)</p>

			<p><i>HPT can be contacted via Public Health England on 0300 303 8596 (select option to be transferred to the HPT).</i></p> <p><i>Where the staff member tests positive schools should contact the local health protection team. Based on the advice from the health protection team, those who have been in close contact, e.g. the rest of their class, should be sent home and advised to self-isolate for 14 days from the date the staff member became symptomatic. The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms. If a close contact in a class or group that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period they should follow <a href="#"><u>guidance for households with possible or confirmed coronavirus (COVID-19) infection</u></a>.</i></p> <p><i>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.</i></p> <p><i>Schools must take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19). Schools should contact the local health protection team. This team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace.</i></p> <p><i>The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate.</i></p>		
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			<p><i>The health protection team will work with schools in this situation to guide them through the actions they need to take. Based on the advice from the health protection team, schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. Close contact means:</i></p> <ul style="list-style-type: none"> <li><i>• direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)</i></li> <li><i>• proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual</i></li> <li><i>• travelling in a small vehicle, like a car, with an infected person</i></li> </ul> <p><i>The health protection team will provide definitive advice on who must be sent home. To support them in doing so, we recommend schools keep a record of pupils and staff in each group, and any close contact that takes places between children and staff in different groups (see <u>section 6 of the system of control</u> for more on grouping pupils). This should be a proportionate recording process. Schools do not need to ask pupils to record everyone they have spent time with each day or ask staff to keep definitive records in a way that is overly burdensome.</i></p> <p><i>A template letter will be provided to schools, on the advice of the health protection team, to send to parents and staff if needed. Schools must not share the names or details of people with coronavirus (COVID-19) unless essential to protect others.</i></p> <p><i>Household members of those contacts who are sent home do not need to self-isolate themselves unless the</i></p>		
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			<p><i>child, young person or staff member who is self-isolating subsequently develops symptoms. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period they should follow <u>guidance for households with possible or confirmed coronavirus (COVID-19) infection</u>. They should get a test, and:</i></p> <ul style="list-style-type: none"> <li><i>• if the test delivers a negative result, they must remain in isolation for the remainder of the 14-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining days.</i></li> <li><i>• if the test result is positive, they should inform their setting immediately, and should isolate for at least 10 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 14-day isolation period). Their household should self-isolate for at least 14 days from when the symptomatic person first had symptoms, following <u>guidance for households with possible or confirmed coronavirus (COVID-19) infection</u></i></li> <li><i>• If an individual has tested positive whilst not experiencing symptoms but then develops symptoms during the isolation period, they should restart the 10-day isolation period from the day they develop symptoms. Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.</i></li> </ul> <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>		
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<p><i>Pupils displaying symptoms of coronavirus whilst at school</i></p>	<p><i>Others contracting virus.</i></p>	<p><i>H</i></p>	<p><b><i>Schools follow the process detailed in the NCC flowchart “Managing Covid-19 in Northumberland Schools and settings” and complete the <u>report form</u> in relation to the symptomatic person (both for staff and pupils). Once test result is known the form should be updated with this information.</i></b></p> <p><i>Head Teacher / School Lead and parent/ carer is notified immediately and the pupil is sent home. School Transport is avoided. PHE guidance on self isolation is followed - <a href="#">Stay at Home</a> If they are seriously ill contact 999.</i></p> <p><i>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.</i></p> <p><i>PPE is only required by staff caring for the child while they await collection in the following circumstances: (see also <a href="#">Symptomatic children action list for schools</a> and <a href="#">Safe working in education, childcare and children’s social care settings, including the use of personal protective equipment (PPE)</a>)</i></p> <ul style="list-style-type: none"> <li><i>• a fluid resistant (type IIR) face mask should be worn if a distance of 2 metres cannot be maintained</i></li> <li><i>• if contact is necessary, then disposable gloves, apron and a face mask should be worn</i></li> <li><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></li> </ul>	<p><i>H</i></p>	<p><i>Ensure emergency contacts are up to date.</i></p> <p><i>A protocol is in place to cover this eventuality and has been shared with all staff who are clear on what action to take- see below</i></p> <p><i>Parent/carers is requested to urgently arrange a test for their child via the <a href="#">national test and trace programme</a> which is now operational and will involve direct discussion with those in close contact with a person who tests positive for Covid19. A positive test will result in the school being contacted by the local Health Protection Team (HPT) who will offer further advice and support, however, parents/carers should be asked to notify the school as soon as they receive the test result (positive or negative). The HPT can be contacted via Public Health England on 0300 303 8596 (select option to be transferred to the HPT)</i></p> <p><i>(see <a href="#">briefing</a> document for further information on how the test and trace system will operate)</i></p> <p><i><a href="#">Letter from PHE and NHS Test and Trace to school and college leaders</a></i></p>
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			<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 &amp; Trace. The Council's public health team are notified of all symptomatic persons by emailing: <a href="mailto:publichealthincidentalalerts@northumberland.gov.uk">publichealthincidentalalerts@northumberland.gov.uk</a></i></p> <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 schools should contact the local health protection team. Based on the advice from the health protection team, those who have been in close contact, e.g. the rest of their class, should be sent home and advised to self-isolate for 10 days from the date the child became symptomatic. The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms. If a close contact in a class or group that has been asked to self-isolate develops</i></p>		
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			<p><i>symptoms themselves within their 10-day isolation period they should follow <a href="#">guidance for households with possible or confirmed coronavirus (COVID-19) infection</a>.</i></p> <ul style="list-style-type: none"> <li><i>“In the event that a parent or guardian insists on a child attending school, schools can take the decision to refuse the child if in their reasonable judgement it is necessary to protect their pupils and staff from possible infection with coronavirus (COVID-19). Any such decision would need to be carefully considered in light of all the circumstances and the current public health advice”.</i></li> </ul> <p><i><a href="#">PHE guidance</a> on action to be taken in these circumstances is adhered, along with the PHE guidance on <a href="#">‘cleaning and waste’</a>.</i></p>		
<i>Outbreak of Covid-19 in local area or school resulting in partial or full closure of school/resumption of lock down</i>		<i>H</i>	<i>The <a href="#">Northumberland Local Outbreak Prevention Plan</a> will be instigated by the Director or Public Health. The Headteacher will fully cooperate with the process and follow advice from the NCC public health team/health protection team.</i>	<i>L</i>	<i>The school have a plan in place to deal with partial or full closure of the school and will move to online/ remote learning as and when needed due to having to self-isolate bubbles or lack of staffing.</i>

<p><i>Inadequate first aid provision</i></p>	<p><i>Serious injury or death</i></p> <p><i>First aider contracting coronavirus or spreading virus to others.</i></p>	<p><i>H</i></p>	<p><i>A review of the first aid needs assessment has taken place to decide if sufficient appropriate cover can be provided for the activities which are being undertaken.</i></p> <p><i>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, <b>fluid resistant face mask, gloves, disposable plastic apron and disposable eye protection</b> is used which should be kept in or next to first aid kits. (see <a href="#">FAQ document</a> on dealing with minor accidents)[this is in line with HSE guidance]</i></p> <p><b>CPR</b></p> <p><i>In respect of more serious cases where CPR may be required, the specific advice contained in the <a href="#">Resuscitation Council UK</a> guidance should be followed particularly in relation to rescue breaths.</i></p> <p><i>As chest compressions could produce aerosol spray, appropriate PPE should be worn i.e. fluid resistant surgical mask, gloves and eye protection (goggles or visor). If PPE is not available, use a towel or cloth such as the sling from the first aid kit to cover the person's nose and mouth while performing chest compressions</i></p>	<p><i>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 <a href="#">extension up until 30 September 2020</a>. Staff must be able to explain why they haven't been able to requalify and demonstrate what steps they have taken to access the training, if asked to do so. See HSE guidance <a href="#">First aid during the coronavirus (COVID-19) outbreak</a></i></p> <p><i>Schools with early years and nursery facilities should apply the Government guidance in relation to paediatric first aid cover:</i></p> <p><i><a href="#">Early years foundation stage: coronavirus disapplications - GOV.UK</a></i></p>
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			<p><i>A first aider should conduct a dynamic risk assessment of the situation they are faced with and apply appropriate precautions for infection control.</i></p> <p><i>Further information is also contained in the Government publication: <a href="#">Guidance for first responders and others in close contact with symptomatic people with potential COVID-19</a></i></p>		
<i>Lack of communication with staff/parents/others</i>	<i>Confusion/mis-information resulting in breakdown of arrangements.</i>	<i>H</i>	<p><i>Staff have been involved in the planning process for return for a wider school re-opening, including risk assessments, procedure if someone becomes symptomatic in school, policy reviews etc. These arrangements are to be kept under constant review, with staff invited to provide feedback.</i></p> <p><i>Regular information sharing and communication with staff. Use of IT software for virtual meetings, e.g. Google Hangouts.</i></p> <p><i>Parents are kept informed of changes in timings to the school day and the arrangements put in place by the school to comply with the government guidance to keep children safe. [consider methods of communication, making information available on school webpage to provide assurance to parents]</i></p> <p><i>The arrangements in place for children are shared with them in an age appropriate way.</i></p>	<i>L</i>	
<i>Increased staff home working &amp; use of Display Screen Equipment (DSE)</i>	<i>Musculoskeletal problems arising from incorrect postures</i>	<i>M</i>	<p><i>NCC <a href="#">bulletin</a> on homeworking and DSE use is made available to staff. This follows HSE <a href="#">guidance on homeworking</a>, including the principles of good DSE use is followed.</i></p> <p><i>NCC <a href="#">DSE policy</a> is available to staff.</i></p>	<i>L</i>	

<p><i>Uncertainty due to the unprecedented nature of the pandemic</i></p> <p><i>Maintaining staff wellbeing and mental health</i></p>	<p><i>Stress and anxiety arising through uncertainty, lack of control and reduced contact</i></p>	<p><i>M</i></p>	<p><i>Regular information sharing and communication. Use of IT software for virtual meetings, e.g. Google Hangouts.</i></p> <p><i>Shared distribution of workload, e.g. rota for staff in school and those homeworking.</i></p> <p><i>Regular communications are in place between staff and Managers. Staff also have access to all shared information/documentation. Governing Body are involved with decision making in relation to measures in place where appropriate.</i></p>	<p><i>L</i></p>	<p><i>Stress risk assessment reviewed.</i></p>
<p><i>Pupil uncertainty surrounding attendance/return to school/ self isolation</i></p>	<p><i>Stress and anxiety impacting themselves and staff</i></p>	<p><i>M</i></p>	<p><i>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.</i></p> <p><i>Provision of pastoral and extra-curricular activities available to all pupils designed to:</i></p> <ul style="list-style-type: none"> <li><i>support the rebuilding of friendships and social engagement</i></li> <li><i>address and equip pupils to respond to issues linked to coronavirus (COVID-19)</i></li> <li><i>support pupils with approaches to improving their physical and mental wellbeing</i></li> </ul> <p><i>Where vulnerable pupils (such as those who have a social worker or an education health and care (EHC) plan) are self-isolating, arrangements are in place to</i></p>	<p><i>L</i></p>	<p><i>(4.1.2021) A letter has been sent to parents from our Chair of Governors and a letter outlining specifics has been emailed to key worker families and parents of vulnerable children.</i></p> <p><i>Zoom meetings to take place for parents of both schools- 26.8.2020 led by the Chair of Governors and SLT.</i></p> <p><i>The government has recently launched the <a href="#">Wellbeing for Education Return programme</a>, which will provide training and resources for teachers and staff in all state-funded schools to respond to the wellbeing and mental health needs of children and young people as a result of coronavirus (COVID-19). The training provides practical examples to support staff, children and young people within a school.</i></p>

			<p><i>keep in contact with them, offer pastoral support, and check they are able to access education support.</i></p> <p><i>[see <a href="#">government guidance</a> for further information and apply as appropriate - record details here].</i></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](mailto:DfE.coronavirushelpline@education.gov.uk)
- [NCC PPE Risk Assessment; NCC Staff Risk assessment](#)
- [NCC Health and Safety Team webpage](#)
- [Local Authority Scenario Guidance for Covid-19 Infection, Protection and Control](#)
- [NCC Control of Infection Policy](#)
- [Public Health - Q&A for Teachers and Parents](#)
- [NCC Corporate Health and Safety Advice - FAQs for School Head Teachers](#)
- [Corporate H&S Briefing Note - 10/7/2020](#)
- [Northumberland Covid19 Dashboard](#)
- [Q&A Videos from PHE for School Staff](#)
- [Local Restrictions tiers - What you need to know](#)



## • Document History

Item	Nature of change	Date of Update
<a href="#">Contact with others who may have Coronavirus</a>	Updated links to model school risk assessments for CV/CEV staff and pupils. Minor wording changes and removal of link to withdrawn government document (changes are in red text)	25/8/2020
General	Some re-ordering of hazards (rows) to achieve better flow.	30/07/2020
<a href="#">Additional information</a>	New/updated additional documentation	30/07/2020
<a href="#">School re-opening following partial or full closure and lack of statutory testing/maintenance</a>	Minor wording changes. Review fire risk assessment.	30/07/2020
<a href="#">Inadequate safety management documentation (policies, risk assessments etc)</a>	New section.	30/07/2020
<a href="#">Contact with others who may have Coronavirus</a>	Staff/children living with someone who is shielding can now return. Updated guidance for Clinically Extremely vulnerable children and staff - mostly able to return to school. Model school specific risk assessment template for vulnerable/extremely vulnerable staff returning will be available early August. Visitor information to be retained and kept for 21 days. Specific guidance on hand washing requirements for children. Information on face coverings.	30/07/2020
<a href="#">All teaching/classroom activities; early years, primary and secondary</a>	Amended wording in hazard column. Updated guidance on cohort/bubble group sizes, social distancing, classroom arrangements, including layout. Some text moved to new section below.	30/07/2020
<a href="#">Use of shared learning spaces by different cohort (bubble) groups and teaching of practical activities</a>	New section - some control measures moved from previous section.	30/07/2020

<a href="#">Use of communal areas - toilets, corridors, sports halls, dining hall, outdoor spaces</a>	Minor changes. Use of staff areas moved into separate section. Reference to practical lessons moved into separate section. Additional text added for use of dining hall (see also new section on provision of school meals)	30/07/2020
<a href="#">Staff use of communal areas/working with different groups and Use of supply teachers</a>	New section pulling together measures for staff areas and to record arrangements for temporary and visiting staff.	30/07/2020
<a href="#">Outdoor education on-site and off-site visits</a>	Updated to illustrate requirement for EVCs and Heads to monitor Evolve for policy and guidance updates.	30/07/2020
<a href="#">Provision of school meals service</a>	New section. Ensure arrangements in place are applied to kitchen facilities.	30/07/2020
<a href="#">Use of School Transport (external provision only)</a>	Updated arrangements regarding more children accessing transport.	30/07/2020
<a href="#">Staff travelling to and from work</a>	Minor amendment and link to government guidance	30/07/2020
<a href="#">Personal care activities</a>	Reference to care activities involving aerosol generating procedures and clarification that no additional PPE generally needed other than that normally identified via risk assessment.	30/07/2020
<a href="#">Use of hand sanitizer</a>	Reference to skin friendly skin wipes (confirmed with NCC public health that these should contain alcohol to be as effective as sanitiser). Bulk storage arrangements for hand sanitiser (updated fire risk assessment).	30/07/2020
<a href="#">Insufficient cleaning/exposure to virus on objects/surfaces</a>	Updated government guidance on cleaning and waste (15 July). Ensure cleaning schedule is in place which cleaners are briefed on and records are kept of cleaning undertaken.	30/07/2020
<a href="#">Staff displaying symptoms of coronavirus whilst at school</a>	Clarification on isolation of bubble groups. Requirement to notify NCC public health team of all <u>symptomatic</u> persons. Removal of specific self isolation periods as this is liable to change (currently	30/07/2020

	changed from 7 to 10 days) - schools should keep up to date with the latest requirement.	
<a href="#">Pupils displaying symptoms of coronavirus whilst at school</a>	As above.	30/07/2020
<a href="#">Outbreak of Covid-19 in local area or school resulting in partial of full closure of school/resumption of lock down</a>	New section.	30/07/2020
<a href="#">Inadequate first aid provision</a>	Updated guidance based on HSE advice. Government advice for schools is that no PPE is needed, however, based on HSE advice if PPE is available it should be used.	30/07/2020
<a href="#">Pupil uncertainty surrounding attendance/return to school</a>	New section.	30/07/2020
<a href="#">Activity</a> and People at Risk	Information of how updates have been incorporated and updated link to all school related government guidance added. Amended text regarding need to review risk assessment.	05/06/2020
<a href="#">Additional Information Section</a>	Amendment. <a href="#">NCC Corporate Health and Safety Advice - FAQs for School Head Teachers</a> , link to <a href="#">vulnerable staff risk assessments (including BAME)</a> and <a href="#">Public Health Q&amp;A for Teachers and Parents</a>	05/06/2020
<a href="#">School re-opening following partial or full closure and lack of statutory testing/maintenance</a>	Amendment. Update to explain in more detail the required checks/testing. Note regarding cleaning. Additional information on fire evacuation procedures/fire drills.	05/06/2020
<a href="#">Contact with others who may have Coronavirus. Inadvertent transmission to others</a>	Amendment Para on staffing levels. Link to BAME risk assessment added. Revision to wording in "Children" section (no change to arrangements). Shielding households - slight amendment to	05/06/2020

	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.	
<a href="#">Unable to achieve social distancing</a>	Amendment. Staff role in health/hand hygiene arrangements. Changes to early years spaces requirements and group sizes. Secondary Schools are only permitted to have ¼ of yr. 10 and yr. 12 cohort in school at any one time. Rotas permissible in secondary schools. Some other minor textual changes.	05/06/2020
<a href="#">Use of communal areas</a>	Amendment. Update regarding assemblies. Updated guidance on PE activities from AfPE.	05/06/2020
<a href="#">Parents/carers picking up/collecting pupils from school</a>	Amendment Queuing system/greeting process for parents. New links to government guidance added.	05/06/2020
<a href="#">School Transport</a>	New section	05/06/2020
<a href="#">Staff travelling to and from work.</a>	New section	05/06/2020
<a href="#">Children who are non-compliant / displaying challenging behaviour</a>	New section	05/06/2020
<a href="#">Use of hand sanitiser</a>	Clarification on use of alcohol based hand sanitiser and need to have safety data sheet and COSHH risk assessment in place. (See also <a href="#">Health and Safety FAQ</a> document for further information)	05/06/2020
<a href="#">Insufficient cleaning/exposure to virus on objects/surfaces</a>	Amendment. Update regarding taking resources home and marking homework.	05/06/2020

<a href="#"><u>Staff displaying symptoms of coronavirus whilst at school</u></a>	Amendment. Requirement to have protocol in place for those who become symptomatic on premises. Update on test and trace procedure and process for staff who test negative for Covid-19. Public Health cleaning posters have been withdrawn	05/06/2020
<a href="#"><u>Pupils displaying symptoms of coronavirus whilst at school</u></a>	Amendment. Note regarding avoidance of School Transport added. Requirement to have protocol in place for those who become symptomatic on premises. Public Health cleaning posters have been withdrawn.	05/06/2020
<a href="#"><u>Inadequate first aid provision</u></a>	Removal of appointed person as minimum - trained first aider recommended due to increase in numbers. Link to FAQs added.	05/06/2020
<a href="#"><u>Lack of communication with staff/parents/others</u></a>	New section	05/06/2020