

Risk Assessment Form (RA1)

Department: West Tyne Church School Federation (Greenhead and Henshaw Primary Schools)			
Activity: Schools remaining open/reopening during COVID19 pandemic Updated: 8 June 2020 (see coloured text for updates; also recorded in Document History table on final page) To be read in conjunction with NCC Health and Safety Bulletin and Coronavirus (COVID-19): guidance for schools and other educational settings .		Site:	
People at Risk: Staff, pupils, visitors, volunteers, parents, contractors 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. SH reviews risk assessment weekly.		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/ / Coronavirus (COVID-19): guidance for schools and other educational settings HSE Advice: https://www.hse.gov.uk/news/coronavirus.htm NCC Guidance: http://staff/Communications/Coronavirus-information.aspx Northumberland Education: http://northumberlandeducation.co.uk/coronavirus/ DfE Advice: DfE.coronavirushelpline@education.gov.uk NCC PPE Risk Assessment ; NCC Staff Risk assessment NCC Health and Safety Team webpage Local Authority Scenario Guidance for Covid-19 Infection, Protection and Control NCC Control of Infection Policy Public Health - Q&A for Teachers and Parents NCC Corporate Health and Safety Advice - FAQs for School Head Teachers Vulnerable Staff - Risk assessments (including BAME)	
Name of Person Completing Form: S Hutchinson		Job Title: Head Teacher	Date: 7.7.2020
		Review Date: 17.7.2020	

8.6.2020- NCC
7.7.2020- Updated and additional information added

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)
School re-opening following partial or full closure and lack of statutory testing/maintenance	Equipment / system failure leading to enhanced physical or biological risks to people	M	<p>Statutory testing and maintenance, such as water hygiene testing/flushing, fire alarm system, emergency lighting, fixed electrical installation, play/sporting equipment (To be checked based on Property Services/ SLA schedule- due September 2020. Last checked- 5th March 2020)</p> <p>Head/Caretaker has ensured all necessary checks/paperwork/maintenance is up to date prior to school opening. Consideration given to; check of known asbestos sites for damage, potential pest/rodent activity, cleanliness/general safety of kitchen facilities, electrical equipment, site security measures, fire safety measures (extinguishers, door mechanisms etc.) and general building(s) integrity and serviceability.</p> <p>Both sites, by September 2020 will have undergone serious upgrades and consideration has been given to all areas above.</p> <p>Fire evacuation procedures have been reviewed and a fire drill is planned [roll call lists updated/each cohorted group should stay together 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]</p> <p>Nature and type of use of the building since closure has been determined and appropriate cleaning initiated.</p>	L	<p>See guidance on Managing school premises during the coronavirus outbreak</p> <p>Where checks / paperwork /maintenance is lacking; steps taken to address this prior to reopening - items taken out of use (where possible), or guidance obtained from a competent person (manufacturer, service engineer, NCC Property Services).</p> <p>Provision is in place to make adjustments and revisit fire drills in the event further pupils return throughout the term.</p> <p>Fire drill walk through (29th June 2020) Fire drill practice (2nd July 2020)</p>

					<p>A full site inspection focusing on health and safety was carried out during the Easter holidays in preparation for Key Worker children returning to school. All site maintenance checks have been completed and water, fire and boiler checks are up to date. The previous full health and safety site inspection was carried out in 2017 by NCC.</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>Staff</p> <p>Staff on the “Clinically Extremely Vulnerable” list requiring shielding are self isolating at home. Those staff who are ‘clinically vulnerable’, pregnant or from a BAME background, are working from home/assigned alternative duties (such as supporting remote education, carrying out lesson planning etc). Where this isn’t possible a personalised risk assessment for each individual is in place recording the details of the medical condition and what reasonable adjustments have been made <u>prior</u> to the staff member returning to school. Advice is sought from Occupational Health where necessary.</p> <p>N/A</p> <p>Staffing levels are reviewed to ensure adequate levels are in place at all times. Where staff shortages are identified which impact on the operations of the school, Children’s Services are contacted for additional support (Simon Baxter on 07870 365983).</p> <p>If a member of staff has to self- isolate with COVID-19 symptoms, the site where that member of staff works will close- no additional support staff needed in order to deep clean the buildings. If it is</p>	M	<p>See: COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable</p> <p>See NCC generic risk assessments for vulnerable staff:</p> <p>General Vulnerable Conditions - COVID19 - Personalised Risk Assessment Template</p> <p>Staff with Mild Asthma - COVID19- individual risk assessments for staff to be completed by August 24th 2020</p> <p>BAME risk assessment N/A</p> <p>Head teachers/Senior managers are to ask staff to update them immediately if their situation changes.</p> <p>Up to date contact details requested 7.7.2020</p>

			<p><i>a member of staff who travels between sites weekly; both sites will close.</i></p> <p>Children</p> <p><u>Children in vulnerable and highly vulnerable health categories (as defined by PHE guidance)</u></p> <ul style="list-style-type: none"> Pupils in “Clinically Extremely Vulnerable” category have been identified and are continuing with remote education. Pupils classed as “Clinically Vulnerable” can attend school following an individual risk assessment 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 <u>PHE guidance</u>. 		<ul style="list-style-type: none"> 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. EHCP details available in school for NCC staff only. <p>Where children have an Individual Healthcare Plan, arrangements must be made to ensure that any adults supervising the child understand and are familiar with the plan and have received any training that is indicated to care for the child. <u>Supporting children and young people with</u></p>
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			<ul style="list-style-type: none"> Children living in a household with someone who is 'clinically extremely vulnerable' should only attend school if stringent social distancing can be adhered to, and the child is able to understand and follow those instructions. <i>The individual shielding at home will also be stringent in their own interactions with others.</i> This may not be possible for very young children and older children without the capacity to adhere to the instructions on social distancing. Headteachers must be familiar with the document Coronavirus (COVID-19): implementing protective measures in education and childcare settings 	<p>SEND as schools and colleges prepare for wider opening</p> <p>Where there are concerns about the health provision for a child or young person, urgent advice must be sought from a healthcare professional.</p> <p>A letter to parents will go out on 13.7.2020 to inform them of plans for September and will include a disclaimer that they must sign and adhere to before their child returns in September to keep staff and children as safe as possible.</p> <p>A letter will go out to staff on 9.7.2020 informing them of the changes to school life in September 2020.</p>
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			<p>Contractors</p> <ul style="list-style-type: none"> Contractors will not be allowed access without prior appointment and only for essential activities. Contractors are to wear disposable gloves on arrival and social distancing measures are clarified with them on arrival. <p>General</p> <p>Parents / carers and other visitors are limited and access only permitted where essential. 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:</p> <ul style="list-style-type: none"> Anyone displaying any symptoms of coronavirus are not permitted on the premises. Steps are taken to ensure that no pupils are on the school grounds unless for agreed contact time or attendance within currently permitted groups. 		<ul style="list-style-type: none"> When making appointments, contractors are briefed on the requirements for social distancing and PPE and not to attend school if displaying symptoms of COVID19. Parents are to drop children off and collect them promptly. Parents will not be allowed onto the school 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. 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. Before and After School club (wraparound care) will continue as normal but staff led after school clubs will not be happening. NUFC will continue to
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			<ul style="list-style-type: none"> • Social distancing of 1M+ is applied throughout the school <u>where possible</u> (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 are wiped down with disinfectant. • Cleaning hands more often than usual and on arrival and before and after eating, sneezing, coughing - washing hands thoroughly for 20 		<p><i>provide an ASC weekly but only one school setting at a time will attend to minimise risk.</i></p> <ul style="list-style-type: none"> • 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. • 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. • The staffroom will be used by a maximum of three members of staff at one time- minimum use throughout the day. • Hand sanitising stations will be available for essential visitors to use upon entry and exit to the building. • Follow the COVID-19: cleaning of non-healthcare settings guidance
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			<p><i>seconds with soap and water and or use of alcohol hand rub or sanitiser.</i></p> <p><i>Ensuring good respiratory hygiene - promote the 'catch it, bin it, kill it' approach. Disposable tissues are provided along with lidded bins for used tissues and other waste. This waste is double bagged and disposed of.</i></p> <p><i>Cleaning frequently touched surfaces often using standard products, such as detergents and bleach</i></p> <p><i>Minimising contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables.</i></p>		<ul style="list-style-type: none"> <i>Ensure that sufficient handwashing facilities are available. Where a sink is not nearby, provide hand sanitiser in classrooms and other learning environments</i> <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</i> <p><i>Ensure that all adults and children:</i></p> <ul style="list-style-type: none"> <i>Frequently wash their hands with soap and water for 20 seconds and dry thoroughly. Review the guidance on hand cleaning</i> <i>Clean their hands on arrival at the setting, before and after eating, and after sneezing or coughing</i> <i>Are encouraged not to touch their mouth, eyes and nose</i> <i>Use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it')</i> <i>Ensure that help is available for children and young people who have</i>
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					<p><i>trouble cleaning their hands independently- staff to wear PPE if necessary.</i></p> <ul style="list-style-type: none"> • <i>Consider how to encourage young children to learn and practise these habits through games, songs and repetition</i> • <i>Ensure that lidded bins for tissues are emptied throughout the day</i> • <i>Where possible, all spaces should be well ventilated using natural ventilation (opening windows) or ventilation units-</i> <i>Intervention Room at Henshaw must not be used.</i> • <i>Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation</i> • <i>There is no need for anything other than normal personal hygiene and washing of clothes following a day in an educational or childcare setting</i>
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					<p>Notices and information displayed in school.</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>Unable to achieve social distancing - All teaching/classroom activities; early years, primary and secondary</p>	<p>Contracting coronavirus - staff and pupils, passing onto vulnerable persons</p>	H	<p>It has been accepted nationally that Early Years & Primary age children cannot be expected to be 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. <ul style="list-style-type: none"> Staff informally monitor for presence of symptoms. Regular cleaning initiated (see below). The school has cohorted groups so that staff and pupils only mix in 1 small consistent group and keep away from other people/groups. Contact with other groups is brief and transitory only with the exception of wraparound care. Children will mix with each other during break times and lunch time sessions based on staffing. 	L	<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>Guidance for secondary school provision from 15 June 2020</p> <p>Planning guide for early years and childcare settings</p> <p>Posters to be displayed prompting good personal hygiene in all areas of school.</p> <p>Children of key workers/vulnerable children in other year groups should also be split into small groups of no more than 15. Desks should be spaced as far apart as possible (March 2020)</p> <p>Access rooms directly from outside where possible.</p>

			<ul style="list-style-type: none"> Groups sizes and ratios are in line with Government Guidance: <ul style="list-style-type: none"> EYFS: Maintain EYFS ratios and use these to group children. EYFS: Consider age-based space requirements: children under 2 years need 3.5 m² per child, 2 year olds need 2.5 m² per child & children aged 3 to 5 years need 2.3 m² per child EYFS: Ideally keep group sizes to a maximum of 8 children, while adhering to EYFS ratios, so groups are as small as possible. Providers are expected to ensure that there are no more than 16 children in a group in early years settings. Primary; classes split in half with no more than 15 per group and desks spaced as far apart as possible (ideally 2m).. Secondary: Schools are only permitted to have ¼ of yr. 10 and yr. 12 cohort in school at any one time. Class sizes as primary but with sitting positions 2m apart. See Government Guidance where halving results in very small or >15 class sizes, also where group mixing is unavoidable Where above cannot be achieved, consult Government Guidance and discuss options with LEA or MAT. 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 		<p>No sharing of stationery etc.</p> <p>Note: Government guidance asks that primary schools do not plan on the basis of rotas at this stage.</p>
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			<p>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. 		
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 Outdoor Education - Schools & Establishments during COVID-19 for Planning Safe Activities is followed. Located within the Resources Section on the Evolve system under "Guidance".</p>	L	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.
Play activities	Contracting coronavirus - staff and pupils	H	<p>Lunch times are staggered (including lunch), so that children are not moving around the school at the same time.</p> <p>Multiple cohorted groups do not use play equipment simultaneously. It is only used by separate groups and appropriately cleaned between use of groups. For larger pieces of play equipment, where it is not possible to adequately clean this, this has been taken out of use- Balance trail/ Balance beams are not in use.</p> <p>Soft furnishings, soft toys and toys that are hard to clean have been removed from classrooms.</p>	L	
Use of communal areas - toilets, corridors, sports	Contracting coronavirus - staff	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	M	When reviewing areas/spaces consider:

halls, dining hall, outdoor spaces, staff room, offices	pupils, visitors, parents/carers		<p>divider down the middle of the corridor if the width allows).</p> <p>Halls, dining areas and internal and external sports facilities are used at half capacity for lunch/sporting activities. These areas can be shared as long as different cohorted groups do not mix (and especially do not play sports or games together) and adequate cleaning between group use takes place.</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>Lunch breaks are staggered. Children clean their hands before entering in their cohorted groups (younger children are assisted with this). Groups are kept apart and tables cleaned between each group. If such measures are not possible, children should be brought their lunch in their classrooms</p> <p>Arrangements are in place to ensure that toilets do not become crowded by limiting the number of children or young people who use the toilet facilities at one time</p> <p>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.</p> <p><i>PE activities are carried out in line with the latest <u>guidance from AfPE</u> and activity risk assessments reviewed.</i></p>	<p>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.</p> <p>Enlarge access and exits.</p> <p>Accommodate extended queuing:</p> <ul style="list-style-type: none"> - Defined queue areas - "Do not join the queue" when capacity reached signs <p>Closure of vehicle traffic routes to pedestrianise (permanently or temporarily).</p> <p>Deliveries.</p> <p>People with additional needs.</p> <p>Use of stewards.</p> <p>SM has carried out a PE risk assessment and we also have one to follow from NUFC- guidance and timetables for September to follow.</p>
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			Staff breaks are staggered to avoid congestion Measures are applied within shared offices <i>and staff room(s)</i> to implement social distancing.		
Parents/carers picking up/collecting pupils from school	Contracting coronavirus - staff, pupils, public	H	<p>Routes, layouts and congregation points have been reviewed and measures introduced to aid circulation so social distancing may be maintained.</p> <p><i>Queuing system and greeting process determined as appropriate to the setting and facilitates immediate hand wash on arrival.</i></p> <p>Drop off/collection times are as normal- parents need to adhere to school timings and the social distancing regulations as stated in the parent letter (13.7.2020)</p> <p>Staff briefed on the arrangements to be applied. Children, young people, parents/carers are advised:</p> <ul style="list-style-type: none"> • Not to enter the building if displaying any symptoms of coronavirus (COVID-19). • Only to attend one at a time • Of the designated pick up and drop off protocols (time, location, process) to minimise contact. • Not to gather at entrances, gates or doors unless have pre-arranged appointments. <p>School digital communications channels used to engage and advise parents on <i>protective steps being taken and associated</i> requirements.</p>	L	<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>Parent letter: 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. 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.</p> <ul style="list-style-type: none"> • The Reception, Year 1 and Year 2 children will access their classrooms via the door on the right-hand side of the building.

					<p>Staff will park their cars on the road for the first term so that the children have clear access to the door.</p> <ul style="list-style-type: none"> • Children in Years 3 and 4 will enter and exit school via the main office entrance • 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. <p>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 into school and to aim to reduce congestion.</p>
<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 (To be included in the letter to parents)</i></p> <p><i>The school encourages pupils to walk or cycle to school where possible. Arrival and departure times are staggered to minimise and reduce intensity of use of public transport (Continue to encourage children to travel to school this way)</i></p> <p><i>Providers have taken steps to adapt vehicle use to facilitate social distancing in accordance with NCC School Transport Risk Assessment for Coronavirus.</i></p>	<i>M</i>	<p><i>Note: Children who are allocated to a specific cohort/bubble in school are not required to utilise school transport in those cohorts only. Children from different cohorts may share the same transport providing social distancing is in place and that it is strictly adhered to on that transport.</i></p>

			<i>Liaise with transport providers to achieve suitable pick up and drop off times to reduce congregation of individuals as necessary.</i>		
<i>Staff travelling to and from work.</i>	<i>Contracting coronavirus, spread of virus</i>	<i>H</i>	<p><i>Only use public transport if you have to; use alternative methods of transport where possible - car, bicycle, walking - maintaining social distancing where possible.</i></p> <p><i>When travelling by public transport:</i></p> <ul style="list-style-type: none"> <i>Wear a face covering when using public transport if you can (not for use whilst in school) - surgical masks not required .</i> <i>avoid rush hours and busy times if you can</i> <i>cover your cough or sneeze with a tissue, then throw the tissue in the bin</i> <i>follow advice on social distancing</i> <i>wash your hands often with soap and water for at least 20 seconds</i> <i>if soap and water are not available, use an alcohol-based hand sanitiser</i> 	<i>M</i>	<p><i>Review Guidance:</i></p> <p><i>How to wear and make a cloth face covering</i></p> <p><i>Coronavirus (COVID-19): UK transport and travel advice</i></p> <p><i>Any staff using public transport must adhere to this guidance and use the hand sanitising stations on arrival to school.</i></p>
<i>Children who are non-compliant / displaying challenging behaviour</i>	<i>Contracting coronavirus - staff, pupils,</i>	<i>M</i>	<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)</i></p>	<i>L</i>	<p><i>Review Guidance:</i></p> <p><i>Planning guide for primary schools</i></p> <p><i>Guidance for secondary school provision from 15 June 2020</i></p> <p><i>For further information visit: NCC Local SEND Offering 0-25 yrs.</i></p> <p><i>All risk assessments, behaviour crisis plans and EHCPs are updated (as applicable) in line with the current COVID-19 situation. Where these are</i></p>

			<p>are in place and there is certainty that they will be effective.</p> <p>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>		<p>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> <p>The majority of staff are MAPA trained but parents will be called if their child's behaviour jeopardises the safety of other children or adults during this pandemic where handling moves cannot be utilised.</p>
Personal care activities	Contracting coronavirus or passing onto vulnerable or shielded children	H	<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>	L	PPE requests/shortages in PPE are raised with the Schools Organisation and Resources Team.

			<p>Any queries are directed to the school nurse.</p> <p>Staff know how to safely put on and take off PPE. PHE guidance on Putting on PPE; and Taking off PPE is followed by all staff undertaking personal care.</p>		
Use of hand sanitiser	<p>Ingestion of hand sanitiser.</p> <p>Alcohol vapours ignited resulting in burns to hands</p>	M	<p>Always wash hands with soap and hot/warm water wherever possible.</p> <p>Where hand sanitizer is used, it contains a minimum of 60% alcohol. It is kept out of the reach of children and used with staff supervision due to the risk of ingestion. A safety data sheet and COSHH risk assessment are in place for its use.</p> <p>When using alcohol based hand sanitisers make sure all liquid is evaporated before smoking, touching any electrical equipment or metal surfaces which may result in a static shock, or any other source of ignition.</p>	L	
Insufficient cleaning/exposure to virus on objects/surfaces	Contracting coronavirus	H	<p>Increased cleaning to take place using standard cleaning products. In particular, objects and surfaces that are touched regularly are frequently cleaned and disinfected. This will include toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, play equipment etc. Poster on cleaning regimes produced by PHE is displayed for the benefit of staff and children.</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,</p>	L	<p>A supply of antibacterial wipes/alcohol gel is made available in school (including classrooms) to encourage staff/pupils to help maintain cleanliness in personal work areas.</p> <p>Cleaning products used in teaching areas etc are those normally used by cleaning staff - a safety data sheet and COSHH risk assessment are in place for each product.</p> <p>Information in letter to staff (9.7.2020) to elaborate on this.</p>

		<p><i>self- marking and verbal feedback. Staff wash hands if handling pupils homework/books.</i></p> <p><i>Cleaning staff are briefed on amended cleaning regimes.</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, PHE guidance on ‘cleaning and waste’ in these circumstances is followed (ensure cleaning products used comply with this guidance). Staff wear disposable gloves and aprons as a minimum. Hands are washed with soap and water for 20 seconds when all PPE is removed. NCC PPE Risk Assessment</i></p>	<p><i>If there was ever a time when our cleaners were ill, we would approach external cleaning companies to take over their role until they are well enough to return. Staff will not be expected to do additional cleaning on top of what they have already been asked to monitor.</i></p> <p><i>PPE requests/shortages in PPE are raised with the Schools Organisation and Resources Team.</i></p> <p><i>The caretaker appropriately stores the cleaning and hygiene materials and staff have been issued appropriate PPE and know where additional resources are kept.</i></p> <p><i>Bleach should be avoided and an 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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			<p>Staff know how to put on and take off PPE correctly: PHE - Putting on PPE; PHE - Taking off PPE</p> <p>See also sections on Pupils and staff displaying symptoms of coronavirus whilst at school.</p>		
Staff displaying symptoms of coronavirus whilst at school	Others contracting virus.	H	<p>Head Teacher / School Lead is notified immediately and the staff member is sent home. PHE guidance on self isolation is followed - Stay at Home (advised to self-isolate for 7 days - household members should self-isolate for 14 days from when the date the staff member became symptomatic). If they are seriously ill contact 999.</p> <p>Cleaning the affected area with disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people.</p> <p>Where the staff member tests negative, they can return to their setting when they are medically fit to do so following discussion with line manager and appropriate local risk assessment. Fellow household members can end their self-isolation. PHE staff return to work criteria must be applied. Advice can be taken from the local Health Protection Team (HPT) regarding any further requirements for the broader educational setting. The HPT can be contacted via Public Health England on 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</p>	M	<p>Ensure home and emergency contacts are up to date.</p> <p>A protocol is in place to cover this eventuality and has been shared with all staff who are clear on what action to take.</p> <p>If one member of staff tests positive for Covid-19, the whole school must close and all attending should self-isolate for 14 days. If a member of staff has to self-isolate with COVID-19 symptoms, the site where that member of staff works will close- no additional support staff needed in order to deep clean the buildings.</p> <p>If it is a member of staff who travels between sites weekly; both sites will close.</p> <p>Staff requested to urgently access the national test and trace programme which is now operational and will involve direct discussion with those in close contact with a person who tests positive for Covid19. A positive test will result in the school being contacted by the local Health Protection Team (HPT) who will offer further advice and</p>

			<p>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>PHE guidance on action to be taken in these circumstances is adhered, along with the PHE guidance on 'cleaning and waste'.</p>		<p>support, however, staff should inform the school as soon as they receive their test result (positive or negative). The HPT can be contacted via Public Health England on 0300 303 8596 (select option to be transferred to the HPT)</p> <p>(see briefing document for further information on how the test and trace system will operate)</p>
Pupils displaying symptoms of coronavirus whilst at school	Others contracting virus.	H	<p>Head Teacher / School Lead and parent/ carer is notified immediately and the pupil is sent home. School Transport is avoided. PHE guidance on self isolation is followed - Stay at Home (advised to self-isolate for 7 days - household members should self-isolate for 14 days from when the child became symptomatic). If they are seriously ill contact 999.</p> <p>If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area 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>If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they</p>	M	<p>Ensure emergency contacts are up to date.</p> <p>A protocol is in place to cover this eventuality and has been shared with all staff who are clear on what action to take. Information will be shared with staff in a letter 9.7.2020</p> <p>Parent/carer is requested to urgently arrange a test for their child via the national test and trace programme which is now operational and will involve direct discussion with those in close contact with a person who tests positive for Covid19. A positive test will result in the school being contacted by the local Health Protection Team (HPT) who will offer further advice and support, however, parents/carers should be asked to notify the school as soon as they receive the test result (positive or negative). The HPT can be</p>

			<p>develop symptoms themselves or the pupil subsequently tests positive. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell.</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>PHE guidance on action to be taken in these circumstances is adhered, along with the PHE guidance on ‘cleaning and waste’.</p>		<p>contacted via Public Health England on 0300 303 8596 (select option to be transferred to the HPT)</p> <p>(see briefing document for further information on how the test and trace system will operate)</p>
Inadequate first aid provision	<p>Serious injury or death</p> <p>First aider contracting coronavirus or spreading virus to others.</p>	H	<p>A review of the first aid needs assessment has taken place to decide if sufficient appropriate cover can be provided for the activities which are being undertaken.</p> <p>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.</p> <p>Fewer staff, pupils and visitors attending school means it is/may be safe to operate with reduced first aid cover.</p>	L	<p>Where First Aid at Work and Emergency First Aid at Work certificates expired on or after 16 March 2020 and staff cannot access requalification training because of coronavirus, staff may qualify for 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.</p> <p>Greenhead Staff are waiting to</p>

			<p><i>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. (see FAQ document on dealing with minor accidents)</i></p> <p>CPR</p> <p><i>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.</i></p> <p><i>As chest compressions could produce aerosol spray, appropriate PPE should be worn i.e. fluid resistant surgical mask, gloves and eye protection (goggles or visor). If PPE is not available, use a towel or cloth such as the sling from the first aid kit to cover the person's nose and mouth while performing chest compressions</i></p> <p><i>A first aider should conduct a dynamic risk assessment of the situation they are faced with and apply appropriate precautions for infection control.</i></p> <p><i>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</i></p>	<p><i>update their First Aid Training. Henshaw staff have completed their training.</i></p> <p>See HSE guidance https://www.hse.gov.uk/news/first-aid-certificate-coronavirus.htm</p> <p>Schools with early years and nursery facilities should apply the Government guidance in relation to paediatric first aid cover:</p> <p>https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2/early-years-foundation-stage-coronavirus-disapplications</p>
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<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>	<p><i>Risk assessment to be shared with staff alongside letter 9.7.2020</i></p> <p><i>Closed FB page, email and website.</i></p>
<i>Increased staff home working & use of Display Screen Equipment (DSE)</i>	<i>Musculoskeletal problems arising from incorrect postures</i>	<i>M</i>	<p>NCC <u>bulletin</u> on homeworking and DSE use is made available to staff. This follows HSE <u>guidance on homeworking</u>, including the principles of good DSE use is followed.</p> <p>NCC <u>DSE policy</u> is available to staff.</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>
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Document History

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

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

Lack of communication with staff/parents/others	New section	05/06/2020
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